



# Northeastern Catholic District School Board

## THREAT INTAKE CHECKLIST

### If you receive a telephoned threat (bomb/chemical/other)

- Remain calm.
- Do not hang up. Keep the caller on the line as long as possible and listen carefully.
- LEAVE YOUR PHONE OFF THE HOOK EVEN AFTER THE CALLER HANGS UP.

Document the exact wording of the threat:

Is the voice familiar?

### Identifying Characteristics

- Male     Female     Young Adult     Senior     Juvenile     Child

Caller ID on the phone (name and/or number): \_\_\_\_\_

### Ask the following questions:

- What kind of danger is this to our students and staff?
- What is your name?
- Are you the assailant?
- Where in our school will this happen?
- When will this happen?
- What does the bomb/hazard/assailant look like?
- Why are you doing this?
- Can you stop this from happening?

Caller's voice: Note pattern of speech, type/tone of voice. Check all that apply:

Accent		Recorded Message		Message was being read		Other:	
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Calm		Excited		Loud		Soft		Deep		Nasal	
Raspy		Distinct		Slurred		Normal		Crying		Laughter	
Slow		Rapid		Disguised		Accent		Lisp		Stutter	
Drunken		Familiar		Incoherent		Deep breathing		Irrational		In Control	

Background sounds: Check all that apply:

Voices		Airplanes		Trains		Street Noises		Traffic		Animals	
Clear		Static		Quiet		Music		Bells		Laughter	
Machines		PA System		Party		House noises Kitchen, tv		Other:		Other:	

Did the caller indicate knowledge of the building/location/operations?

Date of Call: \_\_\_\_\_

Time of call: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_