



Northeastern Catholic District School Board

THREAT TAKE 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 HE 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 number): _____

Ask the following questions: Can you stop this from happening?

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

Background sounds: Check all that apply:

Accent		Recorded Message		Message was being read		Other:	
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Calm		Excited		Loud		Soft		Deep		Nasal
Slow		Rapid		Slurred		Normal		Crying		Laughter

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

Date of Call: _____ Time of call: _____

Received by: _____ Date: _____