

LAKESIDE COMMONS BOMB THREAT CHECKLIST

CALL 911 IMMEDIATELY: (If possible, have someone else call 911 during the call.)
After calling 911, immediately contact The Management Office at 678-334-2400.

All employees, especially those answering phones, should keep a copy of this checklist on their desk or near their phone at all times in the event a bomb threat is received.

Tenant Company Name: _____

Name of Person Taking Call: _____ Title: _____

Date: _____ Phone number call came in on: _____

Time call was received: _____

IF POSSIBLE, ASK THE CALLER THE FOLLOWING QUESTIONS:

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What will cause the bomb to explode? _____
4. Did you place the bomb? _____
5. Why did you place the bomb? _____
6. Sex of caller: _____
7. Approximate length of call: _____

PLEASE CHECK THE ADJECTIVES THAT APPLY TO THE SOUND OF THE CALLER'S VOICE:

- Calm
- Laughing
- Lisp
- Disguised
- Angry
- Crying
- Raspy
- Accent
- Excited
- Normal
- Deep
- Familiar (if so, who did it sound like?) _____
- Slow
- Cracking Voice
- Slurred Voice

- Loud
 - Nasal
 - Rapid
 - Clearing Throat
 - Stutter
 - Deep Breathing
 - Soft
- Describe Threat Language:**
- Well spoken
 - Educated
 - Foul
 - Irrational
 - Incoherent Taped

Describe Any Background Sounds Heard:

- Street Noises
- Crockery
- Voices
- PA System
- Static
- House Noises
- Motor
- Factory or Machinery
- Local
- Long Distance
- Telephone Booth
- Clear
- Cell Phone

- Music
- Animals
- Office
- Other