

# THREAT RECEPTION INFORMATION CHECKLIST

**Call Taker Name:** \_\_\_\_\_

**Call Taker Title:** \_\_\_\_\_

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

**Time of Call:** \_\_\_\_\_

You should try and obtain the following information from the caller:

1. Name of individual calling \_\_\_\_\_

2. Phone number of individual calling \_\_\_\_\_

3. Name and location of the target(s) of the critical incident \_\_\_\_\_

\_\_\_\_\_

4. Name and location of the perpetrators of the incident \_\_\_\_\_

\_\_\_\_\_

5. Time that the incident will take place \_\_\_\_\_

\_\_\_\_\_

6. Type of weapon(s) (bomb, firearm, knife, etc.) to be used in the incident \_\_\_\_\_

\_\_\_\_\_

7. How the incident will be carried out \_\_\_\_\_

\_\_\_\_\_

8. The motive for the incident \_\_\_\_\_

\_\_\_\_\_

9. Any other information that the caller provides concerning the incident \_\_\_\_\_

\_\_\_\_\_

The following information should be noted about the caller:

**Caller's Voice**

_____	Calm	_____	Laughing	_____	Lisp	_____	Disguised
_____	Angry	_____	Crying	_____	Excited	_____	Accent
_____	Raspy	_____	Normal	_____	Deep	_____	Slow
_____	Distinct	_____	Ragged	_____	Rapid	_____	Slurred
_____	Loud	_____	Stutter	_____	Soft	_____	Nasal
_____	Clearing Throat	_____	Cracking Voice	_____	Deep Breathing		

Other: \_\_\_\_\_

**Threat Language**

_____	Foul	_____	Irrational	_____	Message Read
_____	Taped	_____	Incoherent	_____	Well Spoken

**Background Sounds**

_____	Street Noises	_____	House Noises	_____	Factory Machinery	_____	Clear
_____	PA System	_____	Motor Vehicles	_____	Animal Noises	_____	Music

Other \_\_\_\_\_

**Additional remarks:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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*Law Enforcement Agency and individual Contacted* *Date* *Time*

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*Local FBI Agent Contacted* *Date* *Time*