



# TOCAT BOMB THREAT SHEET

**Your Name:** \_\_\_\_\_  
**Your Location:** \_\_\_\_\_  
**Date of Call:** \_\_\_\_\_  
**Time of Call:** \_\_\_\_\_ Male Female Adolescent Child  
**Time Ended** \_\_\_\_\_  
**Weather:** Cloudy Rainy Clear Stormy Hot Cold

**DO NOT HANG UP PHONE EVEN IF CALLER DOES!**  
**DO NOT USE RADIOS TO ALERT PERSONNEL!**  
**DO NOT USE MOBILE PHONES TO ALERT PERSONNEL!**

- 11. What**      **Interrogative:** *Indicate, Identify, Communicate, Depict, Realize*
- 12. How**      **Interrogative:** *Encapsulate, Contain, Surround, Inhibit, Protect*
- 13. Where**    **Interrogative:** *Coordinate, Locate, Evacuate, Assemble*
- 14. Who**      **Interrogative:** *Responsible, Activate, Mitigate, Neutralize*
- 15. When**     **Interrogative:** *Execute, Treat, Remove, Haste(n), Accelerate*
- 16. Why**      **Interrogative:** *Disseminate, Investigate, Evaluate, Criticize Remediate*

Watkins-Prince Timeboxed Operations for Critical-Actionable Threats Working Model.

**Where is the caller located?**

**Is voice familiar? If so, who does it sound like?**

- Language:** Well Spoken Accent  
Incoherent Angry Message Read Taped Message Irrational  
Profane Foreign Calm Hurried  
**Sounds:** Animals House Sounds  
Kitchen Street Booth Music  
PA System People  
Engine/Motor Clear Static  
Office Factory Conversation  
Local  
**Voice:** Nasal Raspy Stutter  
Lisp Loud Soft Deep Normal  
Slurred Slow Drawl Rapid  
Excited Disguised Distinct  
Rough Crying Coughing  
Crackle Happy Deep Breathing

11. TBC STRATEGIC	12. TBC RULES	13. TBC LOGICAL	14. TBC ACTION	15. TBC TIMING	16. OPERATIONS	NOTES
<b>11. DESC.</b>	What kind of bomb is it? What does the bomb look like?					
<b>Indicate 0-3</b>						
<b>12. DESC.</b>	How will the bomb explode? What will make the bomb explode?					
<b>Encapsulate 0-3</b>						
<b>13. DESC.</b>	Where is the bomb located?					
<b>Coordinate 0-4</b>						
<b>14. DESC.</b>	Who placed the bomb? What is Your Name?					
<b>Responsibility 0-4</b>						
<b>15. DESC.</b>	When will the bomb explode?					
<b>Timing 5+</b>						
<b>16. DESC.</b>	Why was the bomb placed? Why are you doing this?					
<b>Disseminate 5+</b>						
<b>Exact Words (Caller):</b>						
<b>OTHER INFO</b>						



# TOCAT BOMB THREAT SHEET

## CRITICAL ACTIONS

### A. (USE) A BOMB THREAT IS RECEIVED BY PHONE:

1. Remain calm. Keep the caller on the line for as long as possible.
  - **DO NOT HANG UP**, even if the caller does!
  - **DO NOT USE TWO-WAY RADIOS OR MOBILE PHONES**. Radio signals can detonate a bomb.
  - **DO NOT TOUCH OR MOVE A SUSPICIOUS PACKAGE**.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the caller ID number and/or letters on the window display.
6. Complete the Bomb Threat USE SHEET immediately. Write down as much detail as you can remember. Try to get callers exact words.
7. Immediately upon termination of call, **DO NOT HANG UP**, but from a different phone, contact authorities immediately with information and await instructions.

### B. (USE) SPOTTING INDICATORS OF A SUSPICIOUS PACKAGE:

- No return addresses
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Follow External Communications Plan:
- Follow Internal Communications Plan:
- Follow Emergency Operations Plan
- **Follow Evacuation Plan as applicable.**
- **Do not touch or move package**

### C. (USE) A BOMB THREAT IS RECEIVED BY NOTE OR LETTER:

- Follow External Communications Plan:
- Follow Internal Communications Plan:
- Follow Emergency Operations Plan
- **Follow Evacuation Plan as applicable.**
- **Handle note as minimally as possible.**

### D. (USE) A BOMB THREAT IS RECEIVED BY EMAIL:

- Follow External Communications Plan:
- Follow Internal Communications Plan:
- Follow Emergency Operations Plan
- **Follow Evacuation Plan as applicable.**
- **Do not delete the email / message.**