Wayne-Westland Community Schools
Emergency Response Instructions

Phone Threat Checklist

The following is a checklist to be utilized by an operator or person receiving a call which threatens the safety or security of the Wayne-Westland Community School District.

Checklist: (Complete all possible items immediately following the call.)

1. Time Call Received: _____

2. Time Call Terminated: _____

3. Caller's Name and Address: (if known)

_____

_____

_____

4. Sex: ☐ Male   ☐ Female

5. Age: ☐ Adult   ☐ Child

6. Collect Facts: (Questions to ask)

    a. When will this occur? _____

    b. Where will this occur? _____

    c. What will be used to harm?_____

    d. What does it look like?_____

    e. Why are you doing this?_____

7. Voice Characteristics:

Tone Speech Language

☐ Loud	☐ Fast	☐ Excellent
☐ Soft	☐ Slow	☐ Good
☐ High Pitch	☐ Distorted	☐ Fair
☐ Low Pitch	☐ Cursing	☐ Raspy
☐ Stutter	☐ Slurred	☐ Nasal
☐ Lisp		
☐ Disguised		
☐ Foreign		

8. Background Noise:

☐ Music	☐ Traffic
☐ Voices	☐ Machines
☐ Cellular Phone	☐ Quiet
☐ Children	☐ Typing
☐ Other	

_____

_____

9. Person Receiving Call: _____

Work Station: _____

Date: _____