

THREAT CHECKLIST

Instructions: Be calm and courteous. Listen, do not interrupt caller. Attempt to get as much information as possible.

1.	Name of caller:
2.	If no name provided, characteristics of the caller:
	Male Female
	Adult Juvenile
	Distinguishable speech patterns:
	Background noises:
	Other information:
3.	What is caller threatening to do:
	When will it happen:
	Additional Information:

***While on the phone, have another TAW employee call 911 and advise of situation. **