

Bomb Threat Procedures

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the opposite side of this page.

If a bomb threat is received by phone:

- Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
- If your phone has a display, copy the number and/or letters on the window display.
- Complete the Bomb Threat Checklist (opposite side) immediately. Write down as much detail as you can remember. Try to get exact words.
- Immediately upon termination of the call, do not hang up, but from a different phone, contact **911** immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call 911
- Handle note as little as possible.

If a bomb threat is received by email:

- Call 911
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Poorly handwritten
- Excessive postage
- Misspelled words
- Stains
- Incorrect titles
- Strange odor
- Foreign postage
- Strange sounds
- Restrictive notes
- Unexpected delivery

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHEN IN DOUBT, CALL 911

Bomb Threat Checklist

Date: _____ **Time:** _____

Time Call Ended: _____

Number Called: _____

Ask the Caller:

Where is the bomb? (Building, Floor, Room, etc.): _____

When will it go off? _____

What does it look like? _____

What kind of bomb is it? _____

What will make it explode? _____

Did you place the bomb? Yes No

Why? _____

What is your name? _____

What is your phone number? _____

Exact Words of the Threat:

Information About the Caller:

Where is the caller located? (Background and level of noise): _____

Estimated age: _____

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

Other observations : _____

Callers Voice	Background	Language
<input type="checkbox"/> Angry <input type="checkbox"/> Calm <input type="checkbox"/> Coughing <input type="checkbox"/> Cracking <input type="checkbox"/> Voice <input type="checkbox"/> Crying <input type="checkbox"/> Deep <input type="checkbox"/> Deep Breath <input type="checkbox"/> Disguised <input type="checkbox"/> Excited <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Laughter <input type="checkbox"/> Lisp <input type="checkbox"/> Loud <input type="checkbox"/> Nasal <input type="checkbox"/> Raspy <input type="checkbox"/> Slow <input type="checkbox"/> Slurred <input type="checkbox"/> Stutter <input type="checkbox"/> Soft	<input type="checkbox"/> Animal Noises <input type="checkbox"/> House Noises <input type="checkbox"/> Kitchen Noises <input type="checkbox"/> Street Noises <input type="checkbox"/> PA System <input type="checkbox"/> Conversation <input type="checkbox"/> Music <input type="checkbox"/> Motor <input type="checkbox"/> Clear <input type="checkbox"/> Static <input type="checkbox"/> Office Machinery <input type="checkbox"/> Factory Machinery	<input type="checkbox"/> Accent <input type="checkbox"/> Incoherent <input type="checkbox"/> Reading <input type="checkbox"/> Taped <input type="checkbox"/> Irrational <input type="checkbox"/> Profane <input type="checkbox"/> Well-spoken
Other Information:		