



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 right side of this page.

IF 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.**
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 911, or as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the display.
6. Complete the Bomb Threat Checklist on the right side of this form.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact authorities with information and await instructions.

IF A BOMB THREAT IS RECEIVED BY HANDWRITTEN NOTE:

- Call the CEO. If not available call your supervisor.
- Handle the note as little as possible.

IF A BOMB THREAT IS RECEIVED BY EMAIL:

- Call the CEO. If not available call your supervisor.
- Do not delete the message.

SIGNS OF A SUSPICIOUS PACKAGE:

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

CALL 911

Notes: _____

Date: _____ Time: _____

Time caller hung up: _____

Phone Number displayed: _____

ASK CALLER:

- Where is the bomb located? Building, Floor, Room, etc.

- 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? _____

EXACT WORDS OF THREAT: _____

INFORMATION ABOUT CALLER: _____

- Where is the caller located? _____
- Estimated age: _____
- Is voice familiar? _____
If yes, who does it sound like? _____
- Other points: _____

BOMB THREAT CHECKLIST

Callers Voice

- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Crackling voice
- Crying
- Deep
- Deep/Heavy Breathing
- Disguised
- Distinct
- Excited
- Female**
- Laughter
- Lisp
- Loud
- Male**
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

Background Sounds

- Animal noises
- House noises
- Kitchen noises
- Street noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear/None
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

Threat Language

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well spoken

Notes: _____

