

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 reverse of this card.

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.
- If your phone has a display, copy the number and/or letters on the window display.
- Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact wording.
- Immediately upon termination of call, DO NOT HANG UP.
- Contact authorities from a different phone if they haven't been contacted already, communicate information with authorities and await instructions.

If a bomb threat is received by handwritten note:

Call _____

Handle note as minimally as possible.

If a bomb threat is received by e-mail:

Call _____

Do not delete the message.

Signs of a suspicious package:

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

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

*** Refer to Emergency Flip Chart for evacuation criteria.**

Call 911 and the Office of Instruction (746-9212) for assistance in making the threat severity determination.

Name of Individual reporting call:

Bomb Threat Checklist

DATE:

TIME:

TIME CALLER

PHONE NUMBER WHERE

HUNG UP:

CALL RECEIVED:

Ask Caller:

Where is the bomb located?
(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?

Exact Words of Threat:

Information About Caller:

Where is the Caller located?
(background/level of noise)

Estimated Age:

Is the Voice Familiar?

Other Points:

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Male	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Female	<input type="checkbox"/> House Noises	<input type="checkbox"/> Message Read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen Noises	<input type="checkbox"/> Taped Message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street Noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing Throat	<input type="checkbox"/> PA System	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep Voice	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep Breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office Machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory Machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other Information: