

BOMB THREAT PROCEDURES

Bomb threats are serious until proven otherwise. Act quickly. Remain calm. Obtain information using the checklist on the reverse of this card.

BOMB THREAT RECEIVED BY

PHONE

- Remain calm. Keep the caller on the phone as long as possible. **DO NOT HANG UP**, even if the caller does.
- Listen carefully, try to keep the caller talking to learn more information.
- If possible, write a note to a colleague to call the police 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 display window.
- Complete the Bomb Threat Checklist (*reverse side*) immediately. Write down as much information as you can remember.

BOMB THREAT RECEIVED BY

HANDWRITTEN NOTE

- Call the police.
- Handle note as minimally as possible.

BOMB THREAT RECEIVED BY

EMAIL OR TEXT

- Call the police.
- Do not delete the message.

SIGNS OF A

SUSPICIOUS PACKAGE

No return address	Poorly handwritten
Excessive postage	Mispelled words
Stains	Incorrect titles or address
Strange odor	Foreign postage
Strange sounds	Restrictive handling notes
Unexpected delivery	

DO NOT:

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

BOMB THREAT CHECKLIST

Date: _____ Time: _____
 Time Caller Hung Up: _____
 Phone Number of Caller: _____

ASK THE 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 THE THREAT

INFORMATION ABOUT THE CALLER

Where is the caller located? (*describe background/noise level*)

Estimated age of caller: _____

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

<i>Caller's Voice</i>	<i>Background Sounds</i>	<i>Threat Language</i>
accent	animal noises	incoherent
angry	house noises	message read
calm	kitchen noises	taped
clearing throat	street noises	irrational
coughing	PA system	profanity
cracking voice	conversation	well-spoken
crying	music	
deep voice	motor	
deep breathing	clear	
disguised	static	
distinct	office noises	
excited	factory noises	
FEMALE	local	
laughter	long distance	
lisp		
loud		
MALE		Other Information: _____
raspy		_____
nasal	slow	_____
normal	slurred	_____
ragged	soft	_____
rapid	stutter	