Bomb Threat

Checklist goes under your telephone in the office

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Remain calm and obtain information with the checklist below.

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.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected

If a bomb threat is received by phone:

1. Remain calm. Use checklist below. (You may want to print the checklist and place under your telephone for easy access.
2. If your phone has a display, copy the number and/or letters on the window display.
3. The most crucial information you can obtain from the caller is detonation time, location, and appearance of the bomb.
4. Don't hang up. Have someone call 911 from another phone. Give the phone number where the bomb threat is received.

If a bomb threat is received by note:

- Call 911 immediately.
- Do not handle the note.
BOMB THREAT CHECKLIST

Exact words of threat:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Time of call: ________________________________________________________________

Number where phone call was received: __________________________________________

Ask in order:

1. When will it explode? _______________________________________________________

2. Where is it located? _________________________________________________________

3. What does it look like? _____________________________________________________

4. What kind of bomb is it? ___________________________________________________

5. What will make it explode? _________________________________________________

6. Did you place the bomb? ______ Why? _______________________________________

7. What is your name? _______________________________________________________

8. Where are you? ___________________________________________________________
**Caller's voice:**

| ___ Accent | ___ Distinct | ___ Nasal |
| ___ Angry  | ___ Excited  | ___ Normal |
| ___ Calm   | ___ Familiar, like: | ___ Ragged |
| ___ Clearing throat | ___ Female | ___ Rapid |
| ___ Cracking voice | ___ Laughing | ___ Raspy |
| ___ Crying  | ___ Laughter  | ___ Slow |
| ___ Deep   | ___ Lisp     | ___ Slurred |
| ___ Deep breathing | ___ Loud | ___ Soft |
| ___ Disguised | ___ Male | ___ Stutter |

**Background sounds:**

| ___ Animal | ___ House | ___ Office machinery |
| ___ Booth  | ___ Kitchen | ___ PA system |
| ___ Clear  | ___ Local   | ___ Static |
| ___ Factory machinery | ___ Long distance | ___ Street |

**Threat language:**

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