# BOMB THREAT PROCEDURES

*This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.*

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 this card.

**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 the authorities 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 window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information 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 via email:**

- 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

***Refer to your local bomb threat emergency response plan for evacuation criteria.***

DO NOT:

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

**WHO TO CONTACT (select one)**

- 911
- Follow your local guidelines

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov.

Homeland Security

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# BOMB THREAT CHECKLIST

| DATE: | TIME: |
|---|---|
| TIME CALLER HUNG UP: | PHONE NUMBER CALL WAS RECEIVED FROM: |

## 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 WORKS OF THREAT

_____

_____

_____

_____

_____

_____

## INFORMATION ABOUT CALLER

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

Estimated age:

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

**Caller's voice**

- ☐ Female
- ☐ Male
- ☐ Accent
- ☐ Angry
- ☐ Calm
- ☐ Clearing throat
- ☐ Coughing
- ☐ Cracking voice
- ☐ Crying
- ☐ Deep
- ☐ Deep breathing
- ☐ Disguised
- ☐ Distinct
- ☐ Excited
- ☐ Laughter
- ☐ Lisp
- ☐ Loud
- ☐ 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
- ☐ Static
- ☐ Office Machinery
- ☐ Factory Machinery
- ☐ Local
- ☐ Long distance

**Threat Language**

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

Other information:

_____

_____

_____

_____

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