



Bomb Threats

Bomb threats are usually received by telephone, but they may also be received by note, letter or e-mail. All bomb threats should be taken very seriously and handled as though an explosive were in the building.

Your place of employment should have a plan in place instructing what to do when a bomb threat is received.

- If you receive a bomb threat, get as much information from the caller as possible.
- Take good notes when talking to the person on the telephone. Keep the caller on the line, and write down everything that is said. Be aware of background noise, special voice characteristics, music, machinery or other sounds.
- If you are at work, have a coworker call 9-1-1 and building security immediately. Plan how you are going to alert your coworker.
- If you receive a bomb threat, do not touch any suspicious packages.
- Clear the area around a suspicious package, and notify police immediately.
- While evacuating a building, avoid standing in front of windows or other potentially hazardous areas.
- Do not block sidewalks or other areas used by emergency officials.
- If you find a bomb, don't touch it or attempt to move it. Call for help and evacuate the area immediately.

Bomb Threat Checklist

Exact time of call:

Exact words of caller:

QUESTIONS TO ASK:

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your address?
10. What is your name?

CALLER'S VOICE (circle all that apply)

- | | | | | |
|-----------|---------|---------|---------|---|
| Calm | Slow | Crying | Slurred | If voice is familiar, whom did it sound like? |
| Stutter | Deep | Loud | Broken | |
| Giggling | Accent | Angry | Rapid | Were there any background noises? |
| Stressed | Nasal | Lisp | Excited | |
| Disguised | Sincere | Squeaky | Normal | |

Remarks:

Person receiving call:

Telephone number call received on:

Date:



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