

Bomb Threat

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information using this checklist.

If a bomb threat is received by phone, do this:

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 (below) 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

Ask the caller:

1. Where is the bomb located? (building, floor, room, etc.)
2. When will it go off?
3. What does it look like?
4. What kind of bomb is it?
5. What will make it explode?
6. Why did you put a bomb there?
7. What is your name?
8. Where are you calling from?

RECORD THE EXACT WORDS OF THREAT USED BY THE CALLER.

Record as many of the following details about the caller as you can:

- Estimated age
- Gender
- Angry
- Calm
- Excited
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep or high voice
- Deep breathing
- Disguised voice
- Distinct voice
- Laughter

- Lisp
- Loud
- Soft
- Nasal
- Normal
- Incoherent
- Message read
- Taped message
- Irrational
- Profane
- Well-spoken
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Stutter

Record as many details about the call as you can:

- Local or long distance
- Background noise/level of noise
 - Animal noises
 - House noises
 - Kitchen noises
 - Street noises
 - Booth
 - PA system
 - Conversation
 - Music
 - Motor
 - Clear
 - Static
 - Office machinery
 - Factory machinery