BOMB THREAT CALL PROCEDURES

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 the reverse of this card.

If a bomb threat is received by phone:

- Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- Listen carefully. Be polite and show interest.
- 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 (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
- 7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS 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 by email:

 Call 	
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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

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.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police 1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date:	Time	e:			
Time Caller Hung Up:	Phone Number Where Call Received:				
	Ask Caller:				
 Where is the boml (Building, Floor, Feed) When will it go off What does it look What kind of bomble What will make it eee Did you place the Why? What is your name 	Room, etc.) ? like? o is it? explode? bomb? Yes No				
Exa	act Words of Thre	at:			
Where is the calleEstimated age:	ormation About Carlocated? (Background a	nd level of noise)			
Calleria Vaica	Packaround Coundar	Threat Language.			
Caller's Voice Accent Angry Calm Clearing throat Coughing Cracking voice Crying Deep Deep breathing Disguised Distinct Excited Female Laughter Lisp Loud Male Nasal Normal Ragged	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 Other Information:	Threat Language: Incoherent Message read Taped Irrational Profane Well-spoken			



Rapid Raspy

Slow

Soft Stutter

Slurred