

Bomb Threat

Single-page bomb threat checklists available from EHS&RM

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.
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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:

- | | | |
|--|---|----------------------------------|
| <input type="checkbox"/> Accent | <input type="checkbox"/> Distinct | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Excited | <input type="checkbox"/> Normal |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Familiar, like:
_____ | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Clearing throat | | <input type="checkbox"/> Rapid |
| <input type="checkbox"/> Cracking voice | <input type="checkbox"/> Female | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Laughter | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Deep | <input type="checkbox"/> Lisp | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Loud | <input type="checkbox"/> Soft |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Male | <input type="checkbox"/> Stutter |

Background sounds:

- | | | |
|--|--|---|
| <input type="checkbox"/> Animal | <input type="checkbox"/> House | <input type="checkbox"/> Office machinery |
| <input type="checkbox"/> Booth | <input type="checkbox"/> Kitchen | <input type="checkbox"/> PA system |
| <input type="checkbox"/> Clear | <input type="checkbox"/> Local | <input type="checkbox"/> Static |
| <input type="checkbox"/> Factory machinery | <input type="checkbox"/> Long distance | <input type="checkbox"/> Street |

Threat language:

- | | | |
|-------------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Message read | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Profane | <input type="checkbox"/> Well-spoken |