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 below.

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. (Caller ID)
- 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:

- Handle note as minimally as possible.
- Call Security, X4444

If a bomb threat is received by email:

- Do not delete the message.
- Call Security, X4444

FCC Security X2453

Signs of a suspicious package:

- No return address
- Excessive postage Misspelled words
 - Incorrect titles
 - Foreign postage
 Restrictive notes

Poorly handwritten

Strange sounds

Strange odor

Unexpected delivery

DO NOT:

Stains

- 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.

BOMB THREAT CHECKLIST

Date:

Phone Number where call was received:

Time:

Time caller hung up:

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 Words of Threat

Information About Caller

- Where is the caller located?
- (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? ______
- If so, who does it sound like? _____
- Other points:_____

Caller's Voice

□ Angy □ Calm □ Clearing thoat Cracking voice □ Crying □ Conversation □ Deep □ Deep breathing □ Disguised □ Distinct □ Static □ Excited □ Female □ Laughter Lisp Loud □ Male 🗆 Nasal □ Normal □ Ragged Rapid \Box Raspy □ Slow

Animal Noises
 House Noises
 Kitchen Noises
 Street Noises

🗆 Booth

□ Music

□ Motor

□ Clear

□ Static

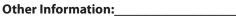
□ Local

🗆 PA system

□ Conversation

Background Sounds Threat Language

Incoherent
Message read
Taped
Irrational
Profane
Well-spoken



□ Office machinery

□ Long distance

□ Factory machinery



□ Slued □ Soft □ Stutter