

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.

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.
6. Complete the Bomb Threat Checklist 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 the Office of Public Safety immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call the Office of Public Safety at 240-895-4911
- Handle the note as minimally as possible

If a bomb threat is received by email:

- Call the Office of Public Safety at 240-895-4911
- 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 public safety and/or police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package



**Contact SMCM
Office of Public Safety
240-895-4911**

Bomb Threat Checklist

Date: _____ Time: _____

Time Caller Hung up: _____ Phone Number where Call Received _____

Ask Caller:

Where is the bomb located? _____
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 the voice familiar? If so, who does it sound like?

Other Points: _____

Caller's Voice	Background Sounds:	Threat Language
__Accent	__Animal Noises	__Incoherent
__Angry	__House Noises	__Message Read
__Calm	__Kitchen Noises	__Taped
__Clearing throat	__Street Noises	__Irrational
__Coughing	__Booth	__Profane
__Cracking voice	__PA system	__Well spoken
__Crying	__Conversation	
__Deep	__Music	
__Deep breathing	__Motor	
__Disguised	__Clear	
__Distinct	__Static	
__Excited	__Office machinery	
__Female	__Factory machinery	
__Laughter	__Local	
__Lisp	__Long Distance	
__Loud		
__Male		
__Nasal		
__Normal		
__Ragged		
__Rapid		
__Raspy		
__Slow		
__Slurred		
__Soft		
__Stutter		

Other Information: _____

