**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

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**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:

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<tr>
<th>Caller’s Voice</th>
<th>Background Sounds:</th>
<th>Threat Language</th>
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<td>Animal Noises</td>
<td>Incoherent</td>
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<tr>
<td>Angry</td>
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<td>Message Read</td>
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<tr>
<td>Calm</td>
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<td>Clearing throat</td>
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<td>Coughing</td>
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<td>Cracking voice</td>
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<tr>
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<td>Factory machinery</td>
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<tr>
<td>Stutter</td>
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</tbody>
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**Contact SMCM Office of Public Safety**
240-895-4911