

# 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

# 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:

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## 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
<input type="checkbox"/> _Accent	<input type="checkbox"/> _Animal Noises	<input type="checkbox"/> _Incoherent
<input type="checkbox"/> _Angry	<input type="checkbox"/> _House Noises	<input type="checkbox"/> _Message Read
<input type="checkbox"/> _Calm	<input type="checkbox"/> _Kitchen Noises	<input type="checkbox"/> _Taped
<input type="checkbox"/> _Clearing throat	<input type="checkbox"/> _Street Noises	<input type="checkbox"/> _Irrational
<input type="checkbox"/> _Coughing	<input type="checkbox"/> _Booth	<input type="checkbox"/> _Profane
<input type="checkbox"/> _Cracking voice	<input type="checkbox"/> _PA system	<input type="checkbox"/> _Well spoken
<input type="checkbox"/> _Crying	<input type="checkbox"/> _Conversation	
<input type="checkbox"/> _Deep	<input type="checkbox"/> _Music	
<input type="checkbox"/> _Deep breathing	<input type="checkbox"/> _Motor	
<input type="checkbox"/> _Disguised	<input type="checkbox"/> _Clear	
<input type="checkbox"/> _Distinct	<input type="checkbox"/> _Static	
<input type="checkbox"/> _Excited	<input type="checkbox"/> _Office machinery	
<input type="checkbox"/> <b>_Female</b>	<input type="checkbox"/> _Factory machinery	
<input type="checkbox"/> _Laughter	<input type="checkbox"/> _Local	
<input type="checkbox"/> _Lisp	<input type="checkbox"/> _Long Distance	
<input type="checkbox"/> _Loud		
<input type="checkbox"/> <b>_Male</b>	Other Information:	
<input type="checkbox"/> _Nasal	_____	
<input type="checkbox"/> _Normal	_____	
<input type="checkbox"/> _Ragged	_____	
<input type="checkbox"/> _Rapid	_____	
<input type="checkbox"/> _Raspy	_____	
<input type="checkbox"/> _Slow	_____	
<input type="checkbox"/> _Slurred	_____	
<input type="checkbox"/> _Soft		
<input type="checkbox"/> _Stutter		



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