

BOMB THREATS

- **DO NOT HANG UP THE PHONE** until the police give you the OK.
- **DO NOT PULL THE FIRE ALARM.**
- **Stay calm.**
- **Get a co-worker to do the following:**
 - **Use the PA system to announce an evacuation of the building**
 - **Call 911** and report the name and location of the person taking the call. Give whatever details if you have them and tell where to meet emergency personnel.
 - Call administration during the day, and at night call the night security/coordinator/reference person.
- Use the Bomb Threat Checklist. **Write down** as much information as possible. Stay calm.
- **Don't hang up** the phone, even if the caller does.
- If an **unannounced explosion** occurs in the building, **pull the fire alarms** and use general evacuation procedures.

ATF BOMB THREAT CHECKLIST

REMEMBER: DO NOT HANG UP THE PHONE!!

Keep the phone OFF the hook after the caller hangs up.

Exact time of call

Exact words of caller

Questions to ask:

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your address?
10. What is your name?

Caller's voice (Circle all that apply):

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	SincereLisp	Rapid	
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If the voice is familiar, whom did it sound like?

Were there any background noises?

Remarks:

Person receiving call:

Telephone number called received at:

Date:

Report call immediately to building coordinator:

Call the Administration Office (581-6061) on weekdays before 5pm, and the night supervisor (581-6071) on weekdays after 5pm and on weekends.