



In the Event of a Bomb Threat

In the event you receive or overhear a bomb threat or another kind of threat, contact 911 immediately.

- It is best to avoid using a cell phone to report the threat, when possible.
- In the event the threat is received by phone, try to document any pertinent information you can gather from the call
- Follow all instructions given to you by authorized personnel
- If evacuation is required, do so calmly and go to an assigned meeting place so that an accurate account of the building's occupants can be made

Bomb Threat Telephone Call

If you receive a bomb treat telephone call:

- Have a colleague call 911 while you are on the phone
- Follow the instructions of the police
- Be calm and courteous, listen carefully, attempting to prolong the conversation and get as much information as possible
- Record the EXACT message
- DO NOT interrupt the caller
- Then ask the following questions
 - What time is it set for?
 - What date?
 - Where is it?
 - What kind of bomb is it?
 - How do you know so much about the bomb?

Try to note the following:

- Voice- male or female – angry, high pitched, hoarse
- Manner of speech – fast, slow
- Well-spoken or uneducated
- Any background sounds or noises
- Language, accent or nationality
- If American, northern, southern, mid-western or western accent

Remove yourself and anyone else from the building and remain where you are until police tell you it is safe to re-enter the building