

Bomb Threat Checklist

Place under your phone or save to your computer desktop

Exact wording of threat		Questions to ask	
		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? Why?	
		Where are you calling from?	
		What is your name?	
Observations about the call			
Estimated age:		Voice familiar? If so, who does it sound like:	
Voice computer generated?	Yes	No	
Threat read from script?	Yes	No	
Threat played from recording?	Yes	No	
Phone number displayed on caller ID:			
Caller's Voice		Background Noises	Threat language
Female	Excited	Airplane	Incoherent
Male	Laughter	Animal	Irrational
Accent	Lisp	Factory machinery	Profane
Angry	Loud	Household	Well-spoken
Calm	Nasal	Kitchen	
Clearing throat	Normal	Music	
Coughing	Ragged	Office machinery	
Cracking voice	Rapid	PA system	
Crying	Raspy	Quiet	
Deep	Slow	Street	
Deep breathing	Slurred	Train	
Disguised	Soft	Voices	
Distinct	Stutter		
Other Information			
Date of call:		Notes:	
Time call started:			
Time call ended:			
Name of call taker :			
Number call received at:			
Call Reported to:			
Phone number:			

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This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with first responders and other stakeholders.

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

- Keep the caller on the line for as long as possible.
- Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities with information and await instructions.
- If possible, write a note to a colleague to call the authorities.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- If your phone has a display, copy the number and/or letters on the window display.
- Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
- DO NOT HANG UP, even if the caller does.

If a bomb threat is received by written note

- Call 911
- Notify building administrator
- Handle note as minimally as possible
- Do not remove threats from walls, mirrors, or other locations

If a bomb threat is received by e-mail/social media

- Call 911
- Notify building administrator
- Do not delete the message

Signs of a suspicious package

- | | |
|---|--|
| <ul style="list-style-type: none"> • Excessive/Foreign/No/Non-cancelled postage • Incorrect titles • Misspelled words • No return address • Poorly handwritten or cut and paste lettering • Endorsements such as: "Fragile – Handle with Care," "Rush – Do not delay," "To be opened in the privacy of ____." | <ul style="list-style-type: none"> • Protruding wires, foil, string, or tape • Stains • Strange odor • Strange sounds • Unexpected delivery |
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Do not touch suspicious packages
Do not use two-way radios or cell phones