


BOMB THREAT PROCEDURES

Most bomb threats are received by phone and should be taken seriously. Act quickly, but remain calm and obtain as much information as possible with the checklist on the reverse side of this card.

 **If a bomb threat is received by phone:**

1. Keep the caller on the line for as long as possible.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn as much information as you can.
4. If possible, write a note to a colleague to call the authorities while you are still on the line with the caller.
5. If your phone has a display or caller identification, copy the caller's number.
6. Upon termination of the call, **DO NOT HANG UP**, as the call may be traceable. From a different phone, call 911 immediately.
7. Complete the Bomb Threat Call Checklist (reverse side). Write down as much detail as you can remember.

 **If a bomb threat is received by handwritten note:**

- Do not handle the note unless absolutely necessary.

 **If a bomb threat is received by e-mail:**

- Do not delete the message.

 **Signs of a suspicious package:**

- No return address
- Excessive postage
- Poorly handwritten
- Misspelled words
- Stains
- Incorrect titles
- Strange odor
- Strange sounds
- Foreign postage
- Restrictive notes
- Unexpected delivery

✗ DO NOT:

- Touch or move a suspicious package.
- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Activate the fire alarm.
- Evacuate the building until police arrive and evaluate the threat.

 **WHO TO CONTACT:**

While on federal property:
Federal Protective Service MegaCenter
1-877-437-7411

DIAL 911 FOR EMERGENCIES

U.S. Department of Homeland Security
Federal Protective Service

Connect @FPSDHS
on social media

Learn more at DHS.gov/FPS

Scan QR code to visit
DHS.gov/Publication/YourSafetyOurPriority



BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER
HUNG UP:

PHONE NUMBER WHERE
CALL RECEIVED:

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.):
- 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/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

| Caller's Voice | Background Sounds | Threat Language |
|--|--|--|
| <input type="checkbox"/> Female | <input type="checkbox"/> Animal noises | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Male | <input type="checkbox"/> House noises | <input type="checkbox"/> Message read |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Kitchen noises | <input type="checkbox"/> Taped message |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Street noises | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Booth | <input type="checkbox"/> Profane |
| <input type="checkbox"/> Clearing throat | <input type="checkbox"/> PA system | <input type="checkbox"/> Well-spoken |
| <input type="checkbox"/> Coughing | <input type="checkbox"/> Conversation | |
| <input type="checkbox"/> Crackling voice | <input type="checkbox"/> Music | |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Motor | |
| <input type="checkbox"/> Deep | <input type="checkbox"/> Clear | |
| <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Static | |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Office machinery | |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Factory machinery | |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Local | |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Long distance | |
| <input type="checkbox"/> Lisp | | |
| <input type="checkbox"/> Loud | 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 | _____ | |

*Courtesy of Cybersecurity & Infrastructure Security Agency (CISA)

FOLD