

# BOMB THREAT PROCEDURE

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In the event you receive a bomb threat or other threat of violence either verbally or in a written form, immediately phone 911. Follow the instructions given by the police. Immediately notify co-workers of the situation, if possible.

If the threat is in the form of a phone call:

- Remain calm. Do not hang up and keep the caller on the phone as long as possible.
- Gather as much information from the caller as possible
- Pay attention to their voice, accent, and background information

<b>BOMB THREAT CHECKLIST</b>	
Date:	
Time call received:	
Phone number of caller:	
Time call ended:	
<b>ASK THE CALLER:</b>	
Where is the bomb?	
When will it go off?	
What does it look like?	
What will make it explode?	
Did you place the bomb?	
Why was the placed?	
What is your name?	