

Bomb Threat Procedure

In the event of a bomb **threat by telephone**, the person receiving the call must try to:

1. **Keep caller on line** as long as possible.
2. Obtain from caller as much information as possible – **turn to backside and complete bomb threat checklist**
3. **Listen closely** to voice (male or female), voice quality (calm/excited), accents or speech impediments
4. **Pay particular attention** to background noises such as motors running, background music, or any noise which may give a clue to caller's location. Listen to what the caller making the threat is saying and write down as much as possible.
5. **Immediately call 911** and provide the dispatcher with information on the bomb threat.
Remember you must dial 8 first if calling from a PA CareerLink phone. Under no circumstances should you discontinue the call to the dispatcher until they have received all information and have had the opportunity to ask questions.
6. Immediately **inform the Administrator and/or CL Supervisor**.
7. **The evacuation process will be initiated by the sounding of the alarm**. Evacuate the building according to pre-arranged evacuation procedures.
8. **After evacuating the building**, the person receiving the call and Administrator and/or CL Supervisor reports to authorities to inform them of the details noted regarding the bomb threat.

Bomb Threat Checklist

Date Threat Received: _____ Time Threat Received: _____

When is bomb going to explode? _____

Where is the bomb right now? _____

What does the bomb look like? _____

Why did you place the bomb? _____

Where are you calling from? _____

Exact wording of the threat: _____

Sex of Caller: _____ Age of Caller: _____ Race of Caller: _____

Phone # at which the call was received: _____ Length of Call: _____

Callers Voice (check all that apply):

_____ Calm	_____ Laughter	_____ Stutter
_____ Angry	_____ Crying	_____ Lisp
_____ Excited	_____ Normal	_____ Raspy
_____ Slow	_____ Distinct	_____ Deep
_____ Rapid	_____ Slurred	_____ Ragged
_____ Soft	_____ Disguised	_____ Clear throat
_____ Loud	_____ Accent	_____ Deep Breathing
_____ Nasal	_____ Familiar	_____ Cracking Voice

Threat Language (circle one):

Well-Spoken Incoherent Foul Taped Irrational Message Read

Background Sounds (examples: street noises, long distance, factory machinery, crockery, booth, animal noises, voices, house noises, PA System, motor, static, music, office machinery, other, no background noise):

