

## BOMB THREAT CALL PROCEDURES

All threats should be considered serious until proven otherwise. Act swiftly, but remain calm and obtain information using the checklist.

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

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, notify them yourself from a different phone.  
**DO NOT HANG UP.**
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.

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

1. Call law enforcement per local practice
2. Handle the note as minimally as possible

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

1. Call local law enforcement
2. Do not delete the message

## SIGNS OF A SUSPICIOUS PACKAGE

- |                     |                     |
|---------------------|---------------------|
| • No return address | • Poor handwriting  |
| • Excessive postage | • Misspelled words  |
| • Stains            | • Incorrect titles  |
| • Strange odor      | • Foreign postage   |
| • Strange sounds    | • Restrictive notes |

### DO NOT:

- Use two-way radios or cellular phones. Radio signals have the potential to detonate a bomb.
- Activate the fire alarm.
- Touch or move a suspicious package

## WHO TO CONTACT:

1. Contact law enforcement per local guidelines or dial **911**.
2. Report the threat to your supervisor.

## BOMB THREAT CHECKLIST

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Time caller hung up: \_\_\_\_\_

Phone number where call was 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?  
\_\_\_\_\_
- Why?  
\_\_\_\_\_
- What is your name?  
\_\_\_\_\_

### EXACT WORDS OF THREAT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### INFORMATION ABOUT CALLER:

Caller's Voice	Background Noises:	Threat Language:
Accent	Animal Noises	Incoherent
Angry	House Noises	Message read
Calm	Kitchen Noises	Taped
Clearing Throat	Street Noises	Irrational
Coughing	Booth	Profane
Cracking Voice	PA System	Well-Spoken
Crying	Conversation	
Deep	Music	
Deep Breathing	Motor	
Disguised	Clear	
Distinct	Static	
Excited	Office Noises	
Female	Factory Noises	
Laughter	Local	
Lisp	Long Distance	
Loud	Other Info: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	
Male		
Nasal		
Normal		
Ragged		
Rapid		
Raspy		
Slow		
Slurred		
Soft		
Stutter		



**Oregon**  
Department of Corrections