

# BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. 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:

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, immediately notify them yourself.
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.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact University Police immediately with information and await instructions.

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

- Call University Police at 301-687-4222
- Handle note as minimally as possible

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

- Call University Police at 301-687-4222
- Do not delete the message

## Signs of a suspicious package:

- No return address \* Poorly handwritten
- Excessive postage \* Misspelled Words
- Stains \* Incorrect Titles
- Strange odor \* Foreign Postage
- Strange sounds \* Restrictive Notes
- Unexpected Delivery

## DO NOT:

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

Contact Frostburg State University  
Police Department  
at 301-687-4222



# BOMB THREAT CHECKLIST

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

Time Caller \_\_\_\_\_ Phone Number where  
Hung Up: \_\_\_\_\_ 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 \_\_\_

## Exact Words of Threat:

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## Information About the Caller:

Where is the caller located? (Background and level of noise) \_\_\_\_\_

Estimated age: \_\_\_\_\_

Is voice familiar? If so, who does it sound like? \_\_\_\_\_

Other points: \_\_\_\_\_

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Caller's Voice:	Background Sounds:	Threat Language:
___ Accent	___ Animal Noises	___ Incoherent
___ Angry	___ House Noises	___ Message read
___ Calm	___ Kitchen Noise	___ 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 Machinery	
___ Female	___ Factory machinery	
___ Laughter	___ Local	
___ Lisp	___ Long distance	
___ Loud		
___ Male		
___ Nasal	Other information: _____	
___ Normal	_____	
___ Ragged	_____	
___ Raspy		
___ Slow		
___ Slurred		
___ Soft		
___ Stutter		

