

BOMB THREAT

Bomb threats are most commonly received via phone, but are also made in person, via email, written note, or other means. Every bomb threat is unique and should be handled in the context of the facility or environment in which it occurs. Facility supervisors and law enforcement will be in the best position to determine the credibility of the threat.

If a bomb is discovered or a threat received, the staff should notify law enforcement and the Director immediately. Follow authorities' instructions. Director and/or law enforcement will assess the situation and provide guidance regarding facility lock-down, search, and/or evacuation.

Person receiving call:

1. Remain calm. Keep the caller on the line for as long as possible.
2. **DO NOT HANG UP**, even if the caller does.
3. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
4. Listen carefully. Be polite and show interest.
5. Try to keep the caller talking to learn more information.
6. If your phone has a display, copy the number and/or letters on the window display.
7. Complete the Bomb Threat Checklist (see H-38) immediately. Write down as much detail as you can remember. Try to get exact words.
8. Immediately upon termination of call, **DO NOT HANG UP**, but from a different phone, contact authorities immediately with information and await instructions.

Emergency Charge Responsibility

1. Communicate with law enforcement and serve as liaison.
2. Ensure staff following instructions from law enforcement.
3. Perform documentation of incident.

Resource: [CISA - What to Do in a Bomb Threat](#)