



# How to Handle Bomb Threats

**Bomb threats are usually received by telephone, but may also be received by note, letter or e-mail. All bomb threats should be taken seriously and handled as though an explosive were in the building.**

Your place of employment should have a plan in place instructing what to do when a bomb threat is received.

- If you receive a bomb threat, get as much information from the caller as possible.
- Take good notes when talking to the person on the telephone. Keep the caller on the line, and write down everything that is said.
- Be aware of background noise, special voice characteristics, music, machinery, etc.
- If you are at work, have a coworker call 9-1-1 and building security immediately. Plan how you are going to alert your coworker.
- If you receive a bomb threat, do not touch any suspicious packages.
- Clear the area around the suspicious package, and notify police immediately.
- While evacuating a building, avoid standing in front of windows or other potentially hazardous areas.
- Do not restrict sidewalks or other areas used by emergency officials.
- If you find a bomb, don't touch it or attempt to move it. Call for help and evacuate the area immediately.

## Bomb Threat Checklist

Exact time of call: \_\_\_\_\_

Exact words of caller: \_\_\_\_\_

### QUESTIONS TO ASK:

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_
9. What is your address? \_\_\_\_\_
10. What is your name? \_\_\_\_\_

### CALLER'S VOICE (circle all that apply)

Calm    Slow    Crying    Slurred    If voice is familiar, whom does it sound like?  
 Stutter    Deep    Loud    Broken  
 Giggling    Accent    Angry    Rapid    Were there any background noises?  
 Stressed    Nasal    Lisp    Excited  
 Disguised    Sincere    Squeaky    Normal  
 Remarks: \_\_\_\_\_

Person receiving call/Date/Number called: \_\_\_\_\_



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