NASSAU COUNTY BOMB CHECKLIST AND PROCEDURES

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

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 on the reverse of this card.

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. Once the Caller hangs up, **DO NOT HANG UP**. From a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- **Call 911**
- Handle note as minimally as possible.

If a bomb threat is received by email:

- **Call 911**
- Print email but **DO NOT** forward the email

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- 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.

BOMB THREAT CHECKLIST

Date: _____
Time: _____
Time Caller Hung Up: _____
Phone Number Where 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? (Y/N)

_____

Why?

_____

What is your name?

_____

Exact Words of Threat:

_____
_____
_____
_____

Information About Caller:

Where is the caller located? (background level of noise)

_____

Estimated age:

_____

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

_____

Other points:

_____

Callers Voice:
☐ Male
☐ Female
☐ Accent
☐ Calm
☐ Clearing throat
☐ Coughing
☐ Cracking voice
☐ Crying
☐ Deep
☐ Deep Breathing
☐ Disguised
☐ Distinct
☐ Excited
☐ Laughter
☐ Lisp
☐ Loud
☐ Nasal
☐ Normal
☐ Ragged
☐ Rapid
☐ Raspy
☐ Slow
☐ Slurred
☐ Soft
☐ Stutter

Background Sounds:
☐ Animal Noises
☐ House Noises
☐ Kitchen Noises
☐ Street Noises
☐ Booth
☐ PA System
☐ Conversation
☐ Music
☐ Motor
☐ Clear
☐ Static
☐ Office Machinery
☐ Factory Machinery
☐ Local
☐ Long Distance

Threat Language:
☐ Incoherent
☐ Message read
☐ Taped
☐ Irrational
☐ Profane
☐ Well-spoken

Other Information:

_____
_____
_____
_____
_____
_____