



Bomb Threat Instructional Guide

Porter County Emergency Management Agency



What To Do In the Event of a Bomb Threat

Although a bomb threat can be a stressful situation it is important to remain calm. The information you are able to obtain may make a difference in the outcome of the situation. Act with purpose but do not give the offender the satisfaction of making you lose your composure. It is also important to remain courteous and not antagonize the individual while talking with them. Treat all bomb threats seriously. Most bomb threats are received via a telephone call. If this happens, listen carefully to what the caller is saying. Keep them on the phone as long as possible, asking as many open-ended questions as possible. While keeping the caller on the phone, alert a colleague to call the police (911) due to a bomb threat situation. It is helpful to have some signal worked out with colleagues prior to such an event occurring. Keep in mind that cellular phones should not be used to make a call to the police. The cellular signal could possibly detonate the bomb. It is also advisable to immediately discontinue the use of any two-way radios. The radio waves could also potentially detonate the bomb. Write down the numbers and letters displayed on the caller ID readout. Ask the caller what type of bomb it is, what it looks like and when it will detonate. Be alert to how the caller speaks, paying attention to the tone and pitch of their voice, speech patterns such as accents or speech impediments, types of words they use and their demeanor. Try to identify whether the caller is male or female as well as their approximate age. Also, pay attention for background noises or anything that might indicate the location of the caller. Write down as much of the information as possible, using the exact words the caller used. If the caller says something to offend you, do not hang up on them. If the caller hangs up, do not use the same phone to call the police. Use a different phone and keep other people from using the involved phone. Activate your organization's bomb threat protocol. If your organization does not have a protocol, one should be established. The Porter County Emergency Management Agency provides a Bomb Threat Checklist, which can be used as a guide to document the information obtained from a bomb threat. The checklist contains appropriate questions to ask the caller and provides areas for recording the answers. If a bomb threat is received by a note, handle the note as little as possible and contact the police (911) immediately. If the bomb threat is received via voicemail message, an email or a text, do not delete the message and contact the police (911) immediately.