

Although often hoaxes, all bomb threats must be treated as if they are real.

**Telephone or in person** (remain calm and permit the person to talk without interruption). **ASK:**

1. Where is the bomb?
2. When is it going to go off?
3. What kind is it?
4. What does it look like?
5. What will cause it to go off?
6. What is the intended target?
7. Take actual or mental notes on everything said and your observations: time, description of person, voice characteristics, background noise (if a telephone threat).

**All bomb threats:**

1. Dial (9) or (989) 911 ASAP.
2. Prohibit any radio frequency transmissions and use of cell phones and other electrical devices.
3. Evacuate suspected area and alert other staff.
4. Advise all individuals not to touch, move or disarm any object or item.
5. Advise all individuals not to change any equipment or electrical switches.
6. All action regarding bomb/device will be handled by the local police agency or fire department.

**Written threat:**

1. Handle the note carefully and minimally – place in clear protector.
2. Wait for further instructions from emergency personnel.

Report the incident ASAP to your site supervisor and the following individual(s). Submit any requested documentation immediately.

List emergency contact numbers here:

Maintenance & Operations (714) 736-4272  
Assistant Superintendent, Administrative Services Office (714) 736-4262

## **BOMB OR TERRORIST THREAT**