

If a bomb threat is received by email:

- Evacuate Building
- Keep student/staff calm and away from buildings

If a bomb threat is received by phone:

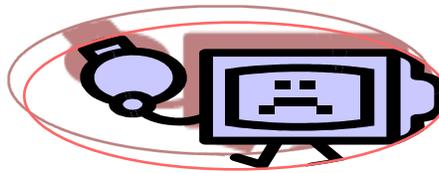
- Remain calm and keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does
- Listen carefully, be polite and show interest. Try to keep the caller talking to learn more information
- If possible, write a note to a colleague to call the police or, as soon as the caller hangs up, immediately notify them yourself
- If your phone has a display, copy the number and/or letters on the window display
- Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words

If a bomb threat is received by handwritten note:

- Call LISD Police: 795-3493 and A.O.C.
- Handle note as minimally as possible
- Do not throw away note

What to Do During a Bomb Threat?

1. Keep calm and continue talking to the caller
2. Signal a co-worker to pick up an extension
3. Don't hang up; stretch out the conversation
4. Fill out the Bomb Threat Checklist at your workstation
5. Have a co-worker call the police at 911 and A.O.C.
6. Repeat questions if necessary
7. Notify your immediate supervisor
8. Ask the caller to repeat the message and write down any additional information
9. Note any background noise as well as the caller's gender, voice pitch and accent
10. Don't allow the phone line to be used again so that law enforcement can trace the call



Emergency Numbers

Emergency	911
LISD Police Emergency Line	795-3493
LISD Police Officer on Call	225-5454
LISD Police Chief, R.B. Palomo	225-5486
LISD AOC/Emergency Line	324-7911

BOMB THREAT CHECKLIST



BOMB THREAT CALL PROCEDURES 2014-2015



Bomb Threat Call Procedures

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise.

Signs of a suspicious package:

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

Do Not:

- Touch or move package once identified
- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb

Do:

- Call LISD police: 795-3493 and A.O.C.
- Keep checklist by all phones
- Evacuate the building until police arrive

Bomb Threat Checklist

Date: _____ Time: _____
 Time Caller _____ Phone Number Call _____
 Hung Up: _____ 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? Yes No

- Why?

- What is your name?

Exact Words of Threat:

Information about Caller:

- Where is the caller located? (Background and level of noise)

- Estimated age:

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

- Other points:

Bomb Threat Checklist

CALLER'S VOICE:

- | | | |
|---|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Angry | <input type="checkbox"/> Excited |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Deep | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Laughter | <input type="checkbox"/> Loud |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Crying | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Female | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Male | <input type="checkbox"/> Nasal | <input type="checkbox"/> Normal |
| <input type="checkbox"/> Ragged | <input type="checkbox"/> Rapid | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Soft | <input type="checkbox"/> Slurred |

Background Sounds:

- | | |
|---|--|
| <input type="checkbox"/> Animal Noises | <input type="checkbox"/> House Noises |
| <input type="checkbox"/> Kitchen Noises | <input type="checkbox"/> Street Noises |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Conversation |
| <input type="checkbox"/> Music | <input type="checkbox"/> Motor |
| <input type="checkbox"/> Clear | <input type="checkbox"/> Static |
| <input type="checkbox"/> Office Machinery | <input type="checkbox"/> Factory Machinery |
| <input type="checkbox"/> Local | <input type="checkbox"/> Long Distance |

Threat Language:

- | | |
|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Message Read |
| <input type="checkbox"/> Taped | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Profane | <input type="checkbox"/> Well-Spoken |

Other Information:

