

# BOMB THREAT PROCEDURES

*This quick reference checklist is designed to help you respond to a bomb threat in an orderly and controlled manner with 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. Immediately upon termination of call, **DO NOT HANG UP**, but from a different phone, contact authorities immediately with information and await instructions.

## If a bomb threat is received by handwritten note:

- Call UH Police 713-221-8911
- Handle note as minimally as possible.

## If a bomb threat is received by e-mail:

- Call UH Police 713-221-8911
- Do not delete the message.

## 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 may detonate a bomb.
- Touch or move a suspicious package.
- Activate the fire alarm.
- Evacuate the building until police arrive and evaluate the threat

## WHO TO CONTACT:

**On campus - UH Police 713-221-8911**

**Off campus - Call 9-1-1**



For more information about this form contact:  
Department of Emergency Management and Fire Safety

University of Houston  
DOWNTOWN

# 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? Yes No

- 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:

Caller's Voice

Background Sounds

.....Column Break..... Threat

- Language
- Female
  - Male
  - Accent
  - Angry
  - Calm
  - Clearing Throat
  - Coughing
  - Cracking voice
  - Crying
  - Deep voice
  - Deep breathing
  - Disguised
  - Distinct
  - Excited
  - Laughter
  - Lisp
  - Loud voice
  - Nasal
  - Ragged
  - Rapid speech
  - Raspy
  - Slow speech
  - Slurred
  - Soft voice
  - Stutter

- Animal noises
- House noises
- Kitchen noises
- Street noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machines
- Factor machines
- Local sounds
- Long distance
- Incoherent
- Message read
- Taped message
- Irrational
- Profane
- Well-spoken
- Type of jargon

Other Information:

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