

Information Needed If You Receive A Bomb Threat

Date: _____

Time of call: _____

Exact Language Spoken: _____

Male___ Female___ Adult___ Child___

Estimated Age: _____

Speech: (Check Applicable)

Slow___ Rapid___ Normal___ Excited___

Loud___ Disguised___ Broken___ Sincere___

Accent _____

Background Noise _____

Name of Person Receiving Call:

Phone Number: _____

What You Should Do If You Find a Suspicious Item:

DO NOT TOUCH or HANDLE IT!

OPEN all of the windows in the building.

EVACUATE and deny entry.

CALL 9-1-1 from outside the area.

SECURE AREA, so no one can re-enter.

REMAIN CALM!

York County Office of Emergency Management
118 Pleasant Acres Road
York, Pennsylvania 17402

Phone: 717-840-2990

Fax: 717-840-7406

E-mail: oem@ycdes.org

York County
Office of Emergency Management

BOMB THREATS

What you should know!

***Threat Information**

***Notification**

***Evacuation**



717-840-2990

Evaluation of the Threat

The most important thing to remember about a bomb threat is: *get as much information as possible!*

- **REMAIN CALM!**
- Ascertain exact location.
- What time is it set for detonation?
- What does the device look like?
- What kind of explosive is it?
- Why was it placed?
- Does the person tell you “this is a bomb threat” or a “bomb was placed”?
- Get the person to talk as much as possible.
- Attempt to keep the person on the phone. **LISTEN** to their accent or for background noise.
- Record all pertinent information *on the form in this brochure.*

Bomb threats are pure intimidation!

Threats can be written or phoned. There are two types of threats:

Specific Threat : The caller has definite knowledge of the bomb. The caller may want to minimize personal injury or property damage. It is unlikely you will get this type of call.

Non-specific Threat : The threat is intended to create anxiety and panic. It disrupts normal activity. There is a simple statement about the device with little to no additional information.

THE BEST DEFENSE IS TO PLAN BEFORE THE INCIDENT!

DO NOT let your guard down! Bombs can look like almost anything. Most bombs are homemade. They can be placed or delivered in any number of means. Be cautious of anything that is out of place or looks unusual.

Decision Time.....**EVACUATE ???**

You Can :

- *Ignore the threat
- *Evacuate immediately
- *Search and evacuate, if warranted

In case of evacuation:



Notify your immediate supervisor or, if applicable, school principal. Evacuate the building and move at least 500 feet away. Notify 9-1-1 immediately. Give as much information as you can. Organize groups outside and take a census to account for everyone. If anyone is missing, notify police and fire personnel upon their arrival. **DO NOT RE-ENTER** the building. **DO NOT** use cell phones, two-way radios, pagers, mobile data devices, etc. near the building.

RETURN ONLY AFTER POLICE DEEM THE AREA IS SAFE!