This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the 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:
• Remain calm & do not hang up, keep the caller on the line for as long as possible
• If possible, signal other staff members to listen & notify Site Decision Maker(s)
• If the phone has a display, copy the number and/or letters on the display
• Write down the exact wording of the threat
• Record the call, if possible
• Fill out the Bomb Threat Checklist immediately

If you receive a written threat:
• Handle the document as little as possible
• Note date, time, and location the document was found
• Secure the document and do not alter the item in any way
• Notify the organization Site Decision Maker(s)

If you receive a social media or email threat:
• Do not turn off or log out of the account
• Leave the message open on the device
• Take a screenshot, or copy the message and subject line
• Note the date and time
• Notify the organization Site Decision Maker(s)

*Refer to your local bomb threat management plan for evacuation criteria

DO NOT:
• Use two-way radios or cellular phone in close proximity to a suspicious item
• Touch or move a suspicious item

For more information about this form contact the CISA Office for Bombing Prevention at: OBP@cisa.dhs.gov