

HOW TO HANDLE BOMB THREAT – 101

Bomb threats are usually conveyed via telephone and generally made by individuals who want to create an atmosphere of general anxiety or panic. All bomb threats should be assumed to pose a legitimate danger.

Some threats are however received via the US Mail system or through inter-departmental mail systems. In the event of receiving a written threat follow the guides below.

By Telephone

Take the caller seriously, but remain calm.

Ask a lot of questions. Obtain a checklist for use as a guide.

Take notes on everything said and on your observations about background noise, voice characteristics, etc.

If you have caller ID write down the number calling.

If possible, get a co-worker to call 911 while you continue talking to the caller.

Call 911 from a cell phone immediately after the call.

Notify your supervisor/department head.

Suspicious Package/Object

If you receive or discover a suspicious package or foreign device, **DO NOT, UNDER ANY CIRCUMSTANCES, TOUCH IT, TAMPER WITH IT OR MOVE IT!**

Report it immediately to 911

You can obtain free copies of a Bomb Threat Checklist by emailing our office.

mcfmo@mctx.org

For more tips on how to handle a suspicious package or letter received through the mail, visit the [Montgomery County Fire Marshal Office website](#).