

# BOMB THREAT

**Act quickly ... the life you save could be your own.**

Bomb threats are most commonly received via phone, but are also made in person, via email, written note or other means. Every bomb threat is unique and should be handled in the context of the facility or environment in which it occurs. Facility supervisors and law enforcement will be in the best position to determine the credibility of the threat.<sup>1</sup>

The U.S. Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) U.S. Bomb Data Center (USBDC)<sup>2</sup> collects information and intelligence about the investigation of bombings, arson and the criminal use of explosives to support interagency criminal cases. In fiscal year 2021, 204 criminal cases were supported by USBDC nationwide.

Does your incident management plan have clearly defined procedures for dealing with a bomb threat and the process to follow? Many of the questions in this paper's "Craft a Response to Workplace Violence" section for an active shooter incident are appropriate and should be considered in developing the organization's enterprise-wide response to a bomb threat.

To help staff perform during this stressful time and to assist law enforcement, use a bomb threat checklist. Keep this form accessible at all workstations. If your organization maintains a call center facility, ensure this form is available at every call center work area. As part of your organization's incident training exercise, verify that this document is in reach of all staff and practice completing it.

Know how to evacuate in a bomb threat situation! Although similar in strategy to an active shooter or other threat incidents, there is one major difference in most cases: In a bomb threat situation, you want to evacuate the premises as quickly and as safely as possible and in an orderly manner. This is not a "run, hide, fight" scenario.



**Remain calm.**



**DO NOT touch any unknown, unidentified or suspicious packages or objects.**



**Know your escape route at all times, including when you are a guest in another facility.**



**Leave all items behind.**

For a list of what actions to take when encountering first responders see sidebar "How to React When Law Enforcement Arrives."

<sup>1</sup> <https://www.cisa.gov/what-to-do-bomb-threat> Download September 17, 2022.

<sup>2</sup> Fact Sheet - U.S. Bomb Data Center | Bureau of Alcohol, Tobacco, Firearms and Explosives (atf.gov) Download August 12, 2022.

