

**Catholic School Department
Diocese of Sacramento**

In the event a bomb threat is received:

1. Follow checklist below
2. Call police and state "I have received a bomb threat."

TELEPHONE BOMB THREAT CHECKLIST

KEEP CALM: Do not get excited or excite others.

TIME: Call received _____ am/pm Terminated _____ am/pm

EXACT WORDS OF CALLER: _____

Delay: Ask caller to repeat.

Questions you should ask

- A. Time bomb is set to explode? _____
- B. Where located: Floor _____ Area _____
- C. Kind of bomb? _____
- D. Description? _____
- E. Why kill or injure innocent people? _____

Voice description

Male	Female	
Calm	Nervous	
Young	Old	Middle-Aged
Rough	Refined	

Accent Yes No Describe _____

Speech Impediment Yes No Describe _____

Unusual Phrases _____

Recognize Voice? If so, who do you think it was? _____

BACKGROUND NOISE

Music	Running Motor (Type) _____	
Traffic	Whistles	Bells
Horns	Aircraft	Tape Recorder
Machinery	Other _____	

ADDITIONAL INFORMATION

- A. Did caller indicate knowledge of the facility? If so, how? In what way? _____
- B. What line did call come in on? _____
- C. Is number listed Yes No Private Number? Whose? _____

Signature _____ Date _____

EMERGENCY ACTION PLAN

Accident of employee or visitor

1. Call 911 (or your specific Emergency Response phone number)
2. Give your name
 - Company name
 - Building address or location
 - Exact location of victim
 - Type of injury or illness
3. Administer first aid
4. Notify your supervisor
5. Stay with victim until professional help arrives

Upon discovery of smoke or fire

1. Activate nearest alarm
2. Call 911 (or fire department)
3. Give building address and location
 - Exact location of fire
 - Your name and location

If evacuation is necessary

4. Do not panic
5. Proceed to nearest exit
6. Assist disabled person to outside area

If caught in heavy smoke

7. Crawl - The air nearest the floor will have less smoke
8. Take short breaths

If door to exit is blocked or warm to the touch

9. Remain where you are
10. Use the phone - Call for help
11. If possible, place wet towels around the edges of the door

Once outside, verify that everyone is out. Remain outside until fire department authorized re-entry.