

Bomb Threat Checklist

If the threat is received via telephone, **keep the caller on the line.**

1. **Listen for background noise**, tone of voice, accent, etc. Is the voice familiar? If so, whom does it sound like? Try to approximate the caller's age.
2. Obtain and **write down** the following information:
 - a. When is the bomb set to go off?
 - b. Exactly where is the bomb located?
 - c. What type of bomb is it? How is it constructed?
 - d. Why is this being done?
3. **CALL 911**
4. **Do not use any two-way radio system**
5. After receiving a bomb threat **notify** the below-listed personnel in the following order:
 - a. ERT Lead
 - b. Guest Services Lead
 - c. Senior ACC Staff not currently on the stage