

Important Phone Numbers

(For emergencies, please call 911)

Police

Building Security

Local ATF Office

ATF 24-Hour Hotline

(800) 800-3855 (Toll Free)

Remember

Do not touch or move a suspicious package.

Clear the area of all persons.

Contact law enforcement.

If there is no immediate danger, gather caller information.

When searching for a bomb, suspect anything that looks unusual or out of place.

Let law enforcement authorities determine what is or is not a bomb.

U.S. Department of Justice
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U.S. Department of Justice
Bureau of Alcohol, Tobacco,
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Office of Enforcement Programs and Services



ATF

Suspicious Packages & Bomb Threats



PROTECTING THE PUBLIC
SERVING OUR NATION

Suspicious Packages

Bombs or Improvised Explosive Devices (IEDs) can be designed to resemble common packages, bags, or other household items.

If you encounter a suspicious package, backpack, or other item that looks abandoned or that you aren't expecting:

- Do not touch or attempt to move the object;
- Contact local law enforcement (or transit authority if you are in a transit station or vehicle);
- Warn others away from the object until law enforcement or transit authority officials arrive.

The following indicators may be signs of a suspicious package, but are not the only signs that a package may pose a danger.

- Packages wrapped in string or twine;
- No postage, non-cancelled postage or excessive postage;
- Leaks, stains, strange odors, or protruding wires, string, electrical tape, etc.;
- Nonsensical or no return address;
- Handwritten addresses or labels from companies (check to see if the company exists and if they sent you a package or letter);
- Foreign writing, addresses, or postage;
- Badly typed, handwritten, or misspelled name or address;
- Handwritten notes, such as: "To Be Opened in Private," "Confidential," or "Prize Enclosed."

Bomb Threats

Threats Made by Mail

- If a package or envelope appears suspicious - DO NOT OPEN IT; handle the package and/or envelope and contents as little as possible;
- Contact local law enforcement. If at work, also contact building security;
- If the package or envelope indicates that a bomb or IED is at your location, follow law enforcement instructions; evacuate the area.

Threats Made by Phone

- Remain calm;
- Alert another person or co-worker that you are receiving a bomb threat;
- Contact local law enforcement. If at work, also contact building security;
- Unless the caller indicates that the danger is in your immediate vicinity and will soon explode, try to keep the person on the line while you gather information.

If no imminent danger is indicated, try to obtain the following information:

Where is the bomb right now?

When is it going to explode?

What does the bomb look like?

What will cause the bomb to explode?

Phone number if it appears on caller ID screen
() _____ - _____

Caller's name

Who placed the bomb?

Document the Exact Wording of Bomb Threat

Provide a Description of the caller's voice

Background Sounds

_____ Animals	_____ Street noise
_____ Voices	_____ Machinery
_____ Static	_____ PA system
_____ Office	_____ House noises
_____ Taped	_____ Message read
_____ Other (describe)	_____

Sex and approximate age of caller:

Male / Female Young / Old / Middle Aged

Date and Time of call:

_____/_____/_____ ____:____
DD MM YY