

Episcopal Diocese of Minnesota

Bomb Threat Response for Churches



The following are offered as recommendations for handling a bomb threat. Every community should adapt these recommendations to their particular location and circumstances.

If you receive a telephone threat:

- 1) Remain calm and keep your voice calm.
- 2) Do not hang up; keep the caller on the line as long as possible, and listen carefully for any information or clues about the caller – background noise, gender of caller, voice pitch, speech patterns, etc. If you can, complete the “Bomb Threat Checklist and Report”
- 3) Note the time of the call and the specific telephone on which it came.
- 4) Note the caller’s phone number, if you have caller ID.
- 5) Note the exact words of the caller.
- 6) Ask the caller the following questions or listen for the following information:
 - a) Where is the bomb located?
 - b) When will it explode?
 - c) What does it look like?
 - d) What kind is it?
 - e) Who is the target?
 - f) Where are you calling from?
 - g) What is the caller’s name and motive for placing the bomb?
- 7) Evacuate the building following established evacuation procedures.
- 8) Call the local police.

If you receive a written threat or receive or find a suspicious package:

- 1) Remain calm.
- 2) Do not touch, move or open package but note what the package looks like so that you can describe it to police. If you are already handling the package, gently set it down.
- 3) Do not operate any power switches or use a cell phone within 100 feet of a suspicious package.
- 4) Move to a safe location.
- 5) Evacuate others in the area by following established evacuation procedures.
- 6) Call the local police.