

## Important Phone Numbers

(For emergencies, please call 911)

Police

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Building Security

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Local ATF Office

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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  
Bureau of Alcohol, Tobacco, Firearms and Explosives  
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[www.atf.gov](http://www.atf.gov)



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Office of Enforcement Programs and Services



# ATF

## Suspicious Packages & Bomb Threats



PROTECTING THE PUBLIC  
SERVING OUR NATION

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## 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?

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When is it going to explode?

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What does the bomb look like?

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What will cause the bomb to explode?

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

Caller's name

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Who placed the bomb?

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## 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