If you receive a bomb threat via phone while at work:

♦ Remain calm and keep the caller on the line

♦ Ask:

- Where is the bomb?
- What kind of bomb is it?
- What is your name?
- Where are you now?
- When will it explode?
- What does it look like?
- Why did you place the bomb?

♦ Do NOT Hang up

♦ Attempt to record the incoming call number and/or subscriber information