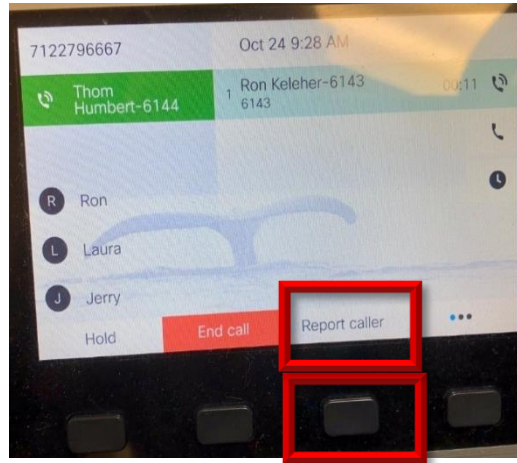# Basic Guidelines for Bomb Threat

Use the ATF Bomb Threat Checklist and fill in as much of the data as possible while you are on the phone.
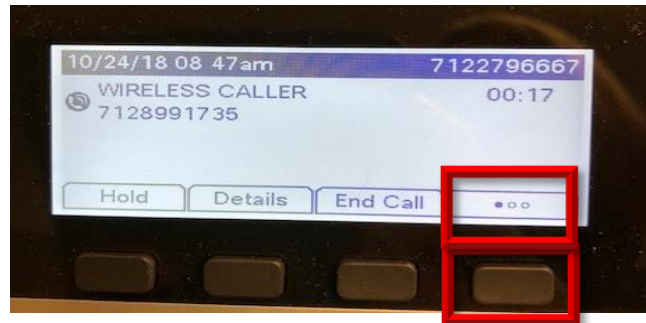
In the event that you receive a threatening phone call, you'll want documentation of the caller's phone number. To create a record of the number, follow the steps below. **There are two types of phones in the District. If step 1 doesn't work, go to step 2.**

1. While you are on the phone with the person who called in with the bomb threat, press the button <u>below</u> Report caller.
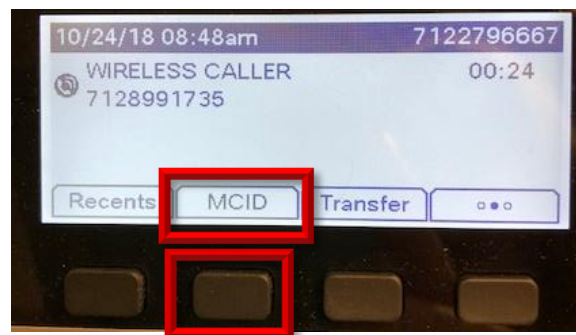

OR

2. While you are on the phone with the person who called in with the bomb threat, press the button <u>below</u> the three dots.

   a. On the next screen press the button <u>below</u> MCID.

3. Tod Stokes (Technology) will receive notification of the traced number and he will contact you.