

BOMB THREAT

A. Bomb threats usually occur by telephone.

B. The person receiving a bomb threat call should remain calm and attempt to obtain as much information as possible from the caller by using the checklist given on the following page.

C. Call the police 911 and give your name, location, and telephone number. Inform them of the situation including any information you may have as to the location of the bomb, time it is set to explode, and the time when you received the call.

D. Inform your supervisor and/or department head.

E. If you should spot a suspicious object, package, etc., report it to the authorities, but under no circumstances should you touch it, tamper with it, or move it in any way.

F. If instructed to evacuate, move a safe distance away from the building (a minimum of 150 feet). If inclement weather conditions exist, you may move to another building a safe distance away. Do not reenter the building until instructed that is safe to do so by proper authorities.

BOMB THREAT CALL CHECKLIST EXACT WORDING OF THE THREAT QUESTIONS TO ASK:

1. When is bomb going to explode _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your address? _____
9. What is your name? _____

CALLER'S VOICE:

___ Calm ___ Laughing ___ Lisp ___ Disguised

___ Angry	___ Crying	___ Raspy	___ Accent
___ Excited	___ Normal	___ Deep	___ Familiar
___ Slow	___ Distinct	___ Ragged	___ Rapid
___ Slurred	___ Clearing Throat	___ Soft	___ Nasal
___ Loud	___ Stutter	___ Deep Breathing	___ Cracking Voice

If the voice sounds familiar, who did it sound like?

BACKGROUND SOUNDS

_____	_____	_____	_____
Clear	Street Noises	House noises	Office Machinery
_____	_____	_____	_____
Static	Animal Noises	Long distance	Factory Machinery
_____	_____	_____	_____
Local	PA System	Crockery	Booth
_____	_____	_____	_____
Voices	Music	Motor	Other

LANGUAGE OF THREAT:

_____	_____	_____	_____
Well spoken (educated)	Foul	Incoherent	Taped
_____	_____		
Irrational	Message read by threat maker		

10. Report call immediately to the police.

11. Fill out completely, immediately after bomb threat

DATE: _____ PHONE: _____

NAME: _____ POSITION: _____

Basic Bomb Incident Plan Outline

- Designate a chain of command.
- Establish a command center.
- Decide what primary and alternate communications will be used.
- Establish clearly how and by whom a bomb threat will be evaluated.

- **Decide what procedures will be followed when a bomb threat is received or device discovered.**
- **Determine to what extent the available bomb squad will assist and at what point the squad will respond.**
- **Provide an evacuation plan with enough flexibility to avoid a suspected danger area.**
- **Designate search teams.**
- **Designate areas to be searched.**
- **Establish techniques to be utilized during search.**
- **Establish a procedure to report and track progress of the search and a method to lead qualified bomb technicians to a suspicious package.**
- **Have a contingency plan available if a bomb should go off.**
- **Establish a simple-to-follow procedure for the person receiving the bomb threat.**
- **Review your physical security plan in conjunction with the development of your bomb incident plan.**



Courtesy JW Davis Solutions

http://www.jwdavissolutions.com/bomb_threat.htm