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