

WHEN YOU RECEIVE A BOMB THREAT CALL

Four point checklist

Persons receiving such calls are provided with the following instructions should a bomb threat be received.

1. Try to remain calm; the call is most likely a prank call.
2. Delay the caller, document as much as you can.
3. Call 9-1-1 (don't use your cell phone).
4. While the call is in progress;
 - a. Ask for the location of the bomb and time of detonation;
 - b. Ask for a description of the bomb;
 - c. Inform the caller that the facility is occupied, and many innocent people could be injured or killed;
 - d. Listen for any background noise such as motors, music, traffic sounds, etc.

Bomb location instructions

1. At no time should anyone touch or attempt to move any suspicious package.
2. All personnel will turn off his/her two-way radios should they have one.



3. No one will aid in the search for a potential bomb unless willing and ordered by and escorted by a police bomb squad team member.
4. If a suspicious package is located advise management and dial 9-1-1

Employees are to be aware that packages placed in unusual places, blocking doorways, left without being signed in, or tampered with in any way are to be considered suspicious and are not to be handled.

BOMB THREAT CHECKLIST ON THE FOLLOWING PAGES

Telephone Bomb Threat Form

Try to stay calm - get as much information as you can – Call 9-1-1 early

DATE:	TIME:	LENGTH OF CALL:	NUMBER REC'D ON:
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ASK THESE QUESTIONS:

1. WHEN WILL BOMB EXPLODE? ____ AM / PM
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?

DESCRIBE CALLER'S VOICE:

CALM NASAL ANGRY
 STUTTER EXCITED LISP
 SLOW RASPY RAPID
 DEEP SOFT RAGGED
 LOUD CLEARING THROAT
 LAUGHTER CRYING DEEP
 NORMAL BREATHING
 DISTINCT VOICE
 SLURRED ACCENT
 DISGUISED CRACKING
 WHISPER FAMILIAR

If voice is familiar, whom does it sound like?



<p>EXACT WORDING (Use back, if necessary)</p>	<p>BACKGROUND SOUNDS:</p> <p><input type="checkbox"/> STREET</p> <p><input type="checkbox"/> FACTORY NOISES OR MACHINES</p> <p><input type="checkbox"/> CROCKERY <input type="checkbox"/> ANIMAL NOISES</p> <p><input type="checkbox"/> VOICES <input type="checkbox"/> CLEAR</p> <p><input type="checkbox"/> PA SYSTEM <input type="checkbox"/> STATIC</p> <p><input type="checkbox"/> MUSIC <input type="checkbox"/> OFFICE</p> <p><input type="checkbox"/> HOUSE <input type="checkbox"/> OTHER NOISES</p>
<p>Caller's sex: <input type="checkbox"/> Race: <input type="checkbox"/> Age: <input type="checkbox"/></p> <p>THREAT LANGUAGE:</p> <p><input type="checkbox"/> WELL SPOKEN (EDUCATED)</p> <p><input type="checkbox"/> INCOHERENT <input type="checkbox"/> FOUL</p> <p><input type="checkbox"/> TAPED MESSAGE READ</p> <p><input type="checkbox"/> IRRATIONAL BY THREAT MAKER</p>	<p>REPORT CALL IMMEDIATELY TO 9-1-1</p> <p>YOUR NAME _____</p> <p>TITLE _____</p> <p>PH NO. _____</p>