

CHECKLIST #20

BOMB THREAT PROCEDURES

- If you receive a bomb threat by phone, instruct employee(s) to get as much information from the caller as possible. Keep the caller on the line and record everything that is said.
- If you are notified of a bomb threat referring to a delivered package, do not touch any suspicious packages. Clear the area around the suspicious packages and notify the police immediately.
- At the same time, the emergency warning procedure should be implemented, so others can notify law enforcement, building management and staff.
- Initiate shutdown and emergency evacuation procedures.
- At meeting place, verify the evacuation of all employees and visitors.

BOMB THREAT

KEEP THE CALLER ON THE LINE AS LONG AS POSSIBLE!

EXACT TIME AND DATE OF CALL: _____

EXACT WORDS OF CALLER: _____

Voice

- Loud
- High Pitched
- Raspy
- Intoxicated
- Soft
- Deep
- Pleasant
- Other

Language

- Excellent
- Fair
- Foul
- Good
- Poor
- Other

Accent

- Local
- Foreign
- Race
- Not Local
- Region

Speech

- Fast
- Distinct
- Stutter
- Slurred
- Slow
- Distorted
- Nasal
- Lisp
- Other

Manner

- Calm
- Rational
- Coherent
- Deliberate
- Righteous
- Angry
- Irrational
- Incoherent
- Emotional
- Laughing

Familiarity With Facility?

- Much
- Some
- None

Background Noise

- Factory Machines
- Bedlam
- Music
- Office Machines
- Mixed
- Street Traffic
- Trains
- Animals
- Quiet
- Voices
- Airplanes
- Party Atmosphere

Questions to Ask the Caller

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
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 did you place the bomb? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

DIAL 911 IMMEDIATELY AND REPORT THREAT