



Emergency Action Plan – Bomb Threat

If a bomb threat is received: Call 911

Do not Panic

No Bomb Threat Can Be Discredited without an Investigation

Threat on the Phone

Although threats can come in almost any form (letters, memos, writing on a wall, e-mail, etc.), most threats come over the telephone. A strict and consistent procedure should be followed. The person who receives the threat must record as much information as possible. Contingency arrangements may allow a call to be traced.

REFER TO THE BOMB THREAT CHECKLIST. A Homeland Security checklist (last page of this document) should be at each phone in an office setting and in the Emergency Management Plan in the home setting.

When filling out the bomb checklist, listen to the caller carefully and write down what you are told. Fill out as much of the information on the form.

Searches:

Use common sense: if the threat is very specific and a short time is indicated before the bomb will explode, it may be advisable to get everyone out of the building as quickly as possible and let the police do the searching.

- **Do Not Touch a suspected device** - - - Immediately report a suspected bomb device to the Police!
- **Do Not Assume** it is the only device planted in the area.
- **Do Not Change the Environment:** Do not turn on or off water, gas or anything with electricity.

Contact the supervisor in charge and the Police.

Evacuation:

During a bomb threat, the decision to evacuate is made by the office manager or lead staff in the home.

This decision may be determined by a number of factors:

- Category of warning, specific or nonspecific
- Prevalence of bomb threats in the community within a recent time frame, and any previous publicity
- The possibility of carrying out an effective search without evacuation

You also need to consider how much of an evacuation is in order:

- Complete evacuation
- Partial evacuation

- To an internal area
- To a safe outside area
- No evacuation

When total evacuation is chosen:

- It is imperative to search evacuation routes before evacuation is undertaken.
- Have people taken to an area away from the premises to avoid possibility of being struck by debris.
- Use the same exit plans as you would for fire alarms with supervisors possibly remaining behind to search the premises.

If a suspicious device or package is located, law enforcement will direct the evacuation.

If evacuation is necessary:

- Proceed to designated shelter area. Designated shelter area for _____ (this location) is _____.(describe location and address).If an alternative site is required, a signed letter of agreement is required to be updated annually.
- Account for all individuals prior to evacuation.
- Lead staff in home will take control of evacuation.
- Notify supervisor of situation.
- Notify individual’s served emergency contacts of situation.

Letter/Parcel Bomb Detection

At times, the postal service is used to deliver explosive devices. This is a threat that can be minimized by training people to detect if a package might contain explosives.

If You Suspect a Letter or Parcel Might Be Explosive: Do not touch or further handle it. Isolate the area and contact a supervisor for appropriate assistance. Remember, alertness could save your life.

Typical Signs to Watch for in Letter or Package Bombs

- Unusual or unexpected point of origin, an indecipherable address or no return address at all
- Inaccuracies in your address or in titles
- Unusually restrictive markings that are not a normal part of your business dealings (for example, "personal", "to be opened only by", "do not delay delivery")
- Excessive weight or thickness for envelope or package size and/or excessive postage
- Improvised labels or obviously disguised script
- Unusual odors
- The feel of springiness
- Metallic components or stiffeners in letters, protruding wire, string or metal foil
- Oily or greasy stains on packaging or excessive wrapping, binding and taping materials
- Small holes
- Unbalanced or lopsided letters and parcels

Special consideration for individuals with mobility impairment, hearing impairment, visual impairments, speech impairments, and intellectual or developmental disabilities. Please describe individual needs:

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number Where Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice

- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Female
- Laughter
- Lisp
- Loud
- Male
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

Background Sounds:

- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

Threat Language:

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

Other Information:



Homeland Security