



# Bomb Threats

Any location is a possible site for a bomb threat. Many motives can prompt individuals to make bomb threats. Preplanning for such an emergency will assure that a bomb threat is handled in the most effective manner.

## Preparation

1. Contact the police, fire department and other local government agencies to find out if there is a bomb disposal unit in the area. When a unit is available, they should be contacted to learn how they can be alerted to a bomb threat and what assistance they will offer.
2. Determine critical areas of the plant operation. Establish a strict procedure for control and inspection of packages and materials entering these areas.
3. Develop a positive means for identifying and controlling personnel who are authorized to enter critical areas.
4. Arrange to have police, fire, and emergency medical representatives, along with key members of management, inspect the building for areas where explosives are likely to be concealed. A review of the floor plans before the survey will be helpful with finding problem areas.
5. During the inspection of the building, particular attention should be given to areas where a time-delayed explosive or an incendiary device may be concealed. These concealed areas can include: elevator shafts; ceilings; restrooms; special access doors; crawl spaces; plumbing or electrical chases; utility fixtures; closets; spaces under stairwells; boiler or furnace rooms; flammable storage areas; switches for electric, gas, and fuels; indoor trash receptacles; record storage areas; mail rooms; ceiling lights with easily removable panels; and fire hose racks. While this list is not complete, it does indicate a sampling of areas that need to be inspected.
6. All security and maintenance personnel need to be trained to identify suspicious or unfamiliar persons or objects.
7. Security and maintenance personnel must make periodic checks of restrooms, stairwells, under stairwells, and of other areas in buildings to assure that unauthorized personnel are not hiding or surveying the area.
8. Adequate protection must be assured for classified documents, proprietary information, and other records essential to the operation of the business. A well-planted, properly charged device could, upon detonation, destroy those records needed in day-to-day operations. Computers have also been singled out as targets by bombers.
9. Instruct all personnel, especially those at the telephone switchboard, in what to do when a bomb threat call is received. As a minimum, every telephone operator or receptionist should be trained to respond calmly to a bomb threat call. To assist these individuals, a bomb threat call checklist, like the one attached, needs to be kept nearby. In addition, it is always desirable that more than one person listen in on the call. To do this, have a covert signaling system, perhaps a coded buzzer signal to a second reception point. A calm response to the bomb threat could result in getting additional information.
10. Organize and train an evacuation unit consisting of key management personnel. The organizing and training of this unit should be coordinated with other tenants in the building, and with local authorities.

## Procedure

1. Keep the caller on the line as long as possible. Ask the caller to repeat the message. Record every word spoken by the caller.
2. If possible, note the phone number from which the call was made.
3. If the caller does not indicate the location of the bomb or the time of possible detonation, ask directly for this information.
4. Inform the caller that the building is occupied and the detonation of the bomb could result in death or serious injury to many innocent people.
5. Pay particular attention to specific background noises, such as motors running, music playing, and any other noise that may give a clue to the location of the caller.
6. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller hangs up, report the call to the person designated by management to receive such information. Since the law enforcement personnel will want to talk firsthand with the person who received the call, that person should remain available until interviewed.
7. Report all information immediately to the police department, fire department, BATFE, FBI, or other appropriate agencies. The sequence of notification should be established during the initial planning and coordination of proper authorities.

**NOTE:** Employees should not initiate any search. This is the function of police, fire, and related agencies trained in such activities.

## BOMB THREAT CHECKLIST

Time and Date Reported \_\_\_\_\_

Number call came from (if known) \_\_\_\_\_

Exact Words of Caller \_\_\_\_\_

\_\_\_\_\_

### Questions to Ask

1. When is bomb going to explode? \_\_\_\_\_

2. Where is bomb right now? \_\_\_\_\_

3. What kind of bomb is it? \_\_\_\_\_

4. What does it look like? \_\_\_\_\_

5. Why did you place the bomb? \_\_\_\_\_

6. From where are you calling? \_\_\_\_\_

Description of Caller's Voice \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_ Young \_\_\_\_\_ Middle Age \_\_\_\_\_ Old \_\_\_\_\_ Accent \_\_\_\_\_

Tone of Voice \_\_\_\_\_ Background Noise \_\_\_\_\_ Is Voice Familiar? \_\_\_\_\_

If so, whom did it sound like? \_\_\_\_\_

Other Voice Characteristics: \_\_\_\_\_

\_\_\_\_\_

Time Caller Hung Up \_\_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_

Name of Call Recipient: \_\_\_\_\_