

BOMB THREATS

IF YOU PERSONALLY RECEIVE A THREAT BY TELEPHONE

DURING THE CALL:

- 1) DON'T HANG UP!
- 2) Stay as calm as possible.
- 3) Attempt to find out why the caller is upset; reason for the threat.
- 4) Identify the type of threat and to whom the threat is directed.
- 5) Try to calm the caller down.
- 6) Get as much information as possible about the threat and motive.
(See BOMB THREAT CHECKLIST).
- 7) After hanging up, dial *69 to get the phone # of the incoming call if possible (not all phone companies provide this service).
- 8) Notify building management, your company management, and local police immediately.

IF YOU HEAR A RUMOR THAT THERE IS A BOMB THREAT

- Contact your manager for information and instruction.
- If building management has been told of a bomb threat, they will contact the management personnel of each tenant to give them the details.
- Each tenant should check their own offices and work areas for suspicious or unfamiliar items.
- If any are located, please see: **SUSPICIOUS PACKAGES**.
- If you have been ordered by your management or building management to evacuate the building due to a bomb threat, please follow the procedures under **EVACUATION** in this manual.

SUSPICIOUS PACKAGES, MAIL ETC.

- 1) Do not handle.
- 2) Refer to "Letter and Parcel Bomb Recognition Points".
- 3) Secure the area.
- 4) Contact building management and local police immediately.
- 5) If an item has been opened and is threatening, or appears to be a suspicious device, DO NOT HANDLE ANY FURTHER.
- 6) Keep everyone away until police arrive.

LETTER & PARCEL BOMB RECOGNITION

- Foreign Mail, Air Mail and Special Delivery
- Restrictive Markings such as Confidential, Personal, etc.
- Oily Stains or Discolorations
- Hand Written or Poorly Typed Address
- Misspellings of Common Words
- Excessive Postage
- Incorrect Titles
- Titles but no Names
- No Return Address
- Excessive Weight
- Rigid Envelope
- Lopsided or Uneven Envelope
- Protruding Wire or Tinfoil
- Excessive Securing Material such as Masking Tape, String, etc.
- Visual Distraction

BOMB THREATS

BOMB THREAT CHECKLIST

DESCRIPTION DETAIL REPORT

Questions to ask:

- 1) When is the 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 name?
- 9) What is your phone number?
- 10) What is your address?

Exact wording of the threat: _____

Sex of Caller: _____ Race: _____
Age: _____

Time call received: _____

Length of call: _____
Number at which call was received:

Name of person receiving call:

Company: _____

THREAT LANGUAGE:

- Well Spoken (educated)
- Foul
- Irrational
- Incoherent
- Taped
- Message read by threat maker

Remarks: _____

CALLER'S VOICE – Circle as applicable

- | | |
|------------|-------------------|
| ▪ Calm | ▪ Nasal |
| ▪ Angry | ▪ Stutter |
| ▪ Excited | ▪ Lisp |
| ▪ Slow | ▪ Raspy |
| ▪ Rapid | ▪ Deep |
| ▪ Soft | ▪ Ragged |
| ▪ Loud | ▪ Clearing Throat |
| ▪ Laughter | ▪ Deep Breathing |
| ▪ Crying | ▪ Cracked Voice |
| ▪ Normal | ▪ Disguised |
| ▪ Distinct | ▪ Accent |
| ▪ Slurred | ▪ Familiar |

Describe Accent: _____

If Voice is familiar, who did it sound like?

BACKGROUND SOUNDS:

- | | |
|-----------------|--------------------|
| ▪ Street noises | ▪ Factory |
| ▪ Animal Noises | ▪ Voices |
| ▪ Clear | ▪ PA System |
| ▪ Static | ▪ Local Call |
| ▪ Music | ▪ Long Distance |
| ▪ House Noises | ▪ Phone Booth |
| ▪ Motor | ▪ Office Machinery |

ANY OTHER INFORMATION THAT MAY BE USEFUL: _____

