

## **BOMB THREAT PROCEDURES**

### **OBJECTIVE:**

To ensure that the security supervisor is capable of properly obtaining and recording information of a bomb threat.

### **METHOD:**

If you should receive a bomb threat, refer to the bomb threat information sheet and complete as much as possible while the caller is on the phone. It is important to remain calm and get as much information as possible.

Notify the following individuals:

**IT IS VERY IMPORTANT THAT YOU DO NOT DISCUSS THE CALL WITH ANYONE EITHER BEFORE OR AFTER CONTACTING MANAGEMENT. ONCE YOU HAVE REACHED ONE PERSON ON THIS LIST, DISCONTINUE CALLING UNLESS INSTRUCTED OTHERWISE.**

## **BOMB THREAT INFORMATION SHEET**

During the conversation with any person that threatens any action to a facility and/or people, it is very important to remain calm and listen intently to the message. Make notes of actual statements. Listen for voice identification and background noises. Try not to excite the caller and ask the caller to repeat any items not understood. Get the message clear. Do not assume the actions or intent of the caller.

### **PRIORITY INFORMATION:**

1. When will the bomb go off?
2. Where is the bomb planted?
3. What floor is it on?
4. What side of the building is it on?
5. What does it look like?

### **ATTEMPT TO GAIN THE FOLLOWING. DO NOT PRESSURE THE CALLER.**

6. What sort of explosives was used?
7. How powerful is the bomb?
8. How was it planted?
9. What is the reason for the bomb?
10. What is the caller's name?

### **NOTIFY THE FOLLOWING INDIVIDUALS:**

**NOTE: AWAIT INSTRUCTIONS FROM JOHN BREWSTER BEFORE NOTIFYING ANYONE OF A REPORTED BOMB THREAT. ONCE YOU HAVE REACHED ONE PERSON ON THIS LIST, DISCONTINUE CALLING UNLESS OTHERWISE INSTRUCTED.**

**BOMB THREAT INFORMATION**

**DATE:** \_\_\_\_\_ **TIME CALL RECEIVED:** \_\_\_\_\_ **ENDED:** \_\_\_\_\_

**EXACT WORDS OF CALLER:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**QUESTIONS TO ASK:**

**WHEN IS BOMB GOING TO EXPLODE?** \_\_\_\_\_

**WHERE IS THE BOMB RIGHT NOW?** \_\_\_\_\_

**WHAT KIND OF BOMB IS IT?** \_\_\_\_\_

**WHAT DOES IT LOOK LIKE?** \_\_\_\_\_

**WHY DID YOU PLACE THE BOMB?** \_\_\_\_\_

**DESCRIPTION OF CALLER'S VOICE:** \_\_\_ **MALE** \_\_\_ **FEMALE**  
\_\_\_ **YOUNG** \_\_\_ **MIDDLE-AGED** \_\_\_ **OLD**

**TONE OF VOICE:** \_\_\_\_\_

**ACCENT:** \_\_\_\_\_ **BACKGROUND NOISE:** \_\_\_\_\_

**IS VOICE FAMILIAR?** \_\_\_ **YES** \_\_\_ **NO** **IF YES, WHO DID IT SOUND LIKE?** \_\_\_\_\_

**ADDITIONAL COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**NAME OF PERSON RECEIVING CALL:** \_\_\_\_\_

**ORGANIZATION & LOCATION:** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_

**OFFICE PHONE:** \_\_\_\_\_ **HOME PHONE:** \_\_\_\_\_