

BOMB THREAT

BE AWARE THAT THE USE OF CELL PHONES OR 2-WAY RADIO FOR COMMUNICATIONS MAY HAVE THE POTENTIAL TO INCREASE THE RISK OF EXPLOSION.

1. By Telephone

- a.) Remain calm and keep the caller on the line as long as possible. Ask the caller to repeat the message and record as much as possible on the Bomb Threat Form.
- b.) If the caller does not indicate the location of the bomb or the time of detonation, ask for this information.
- c.) Advise caller that the building is occupied and detonation could result in death or serious injury to innocent people.
- d.) Pay particular attention to background noises, such as motors running, music or any other sounds which may indicate the location from which the call is being made.
- e.) Listen closely to the voice to determine voice quality, accents, speech impediments, gender, or unusual characteristics.
- f.) If possible, try to have more than one person listen in on the bomb threat call.

2. By written message

- a.) Letter should be preserved for investigation by the police.
- b.) Handle the letter and envelope as little as possible to preserve any evidence that may exist.
- c.) Place letter in a document protector and report it to Public Safety (ext. 232, 335 or 948.2268).

3. Procedures

- a.) Activate fire alarm.
- b.) Call Waldo County Dispatch Center 911 and report threat to police, providing:
 1. Your name and title
 2. Building location
 3. Problem
- c.) Call Public Safety (who will activate the CMT) to report the incident and action taken so far.
- d.) Evacuate buildings and proceed to Emergency Assembly Areas to take roll (see Evacuation Plan, VII).
- e.) Buildings should not be re-entered until authorities advise that it is safe to do so. If the bomb threat message contained a specific time of detonation, the buildings should not be reentered until a significant period of time has elapsed after the designated time, no matter how thorough a check was conducted.
- f.) Under no circumstances should an untrained faculty or staff member attempt to locate and/or move a suspicious device.
- g.) When it has been determined that building re-entry is permitted, occupants should once again visually inspect his/her area for unusual items before settling in.

BOMB THREAT CHECKLIST

Section I is to be recorded by the person receiving a bomb threat. If the threat is by letter, record the words of the threat in this section and proceed to Section II of the checklist. Section II is the report of the actions taken following the receipt of a bomb threat.

Site _____ Date _____ Time _____

Person receiving call _____

Report by Persons Receiving Call (Check completed tasks. Attach record of additional actions.)

A. Exact words of caller/threat _____

B. If possible, ask the caller the following questions:

Where is the bomb (building, location)? _____

What time is it set to go off? _____

What kind of bomb is it? What does it look like? _____

Who set the bomb? Why was the bomb set? _____

Where are you calling from? _____

What is your name? _____ How old are you? _____

C. Evaluate the voice of the caller (*circle applicable answers*):

Male Female Adult
Teen Elem. Age Child Old
Accent Speech Impediment Intoxicated Slow Rapid Other _____

Voice is familiar? If so, sounds like: _____

D. Background noise (*circle applicable answers*):

Music Conversation Typing Babies/children
Airplane Cars/trucks Machine noise Other

E. Time caller hung up _____

F. Remarks: _____