

FBI BOMB PROGRAM

EBCC-X

BOMB THREAT CALL CHECKLIST

Questions to Ask

Exact Wording of the Threat:

- 1. When is 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 address?
- 9. What is your name?

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\_\_\_\_\_

Sex of caller \_\_\_\_\_ Age \_\_\_\_\_ Race \_\_\_\_\_ Length of call \_\_\_\_\_

BOMB THREAT QUESTIONNAIRE:

CALLER'S VOICE:

_____ Calm	_____ Laughing	_____ Lisp	_____ Disguised
_____ Angry	_____ Crying	_____ Raspy	_____ Accent
_____ Excited	_____ Normal	_____ Deep	_____ Familiar
_____ Slow	_____ District	_____ Ragged	_____ If voice is familiar
_____ Rapid	_____ Slurred	_____ Clearing throat	_____ who did it sound like?
_____ Soft	_____ Nasal	_____ Deep breathing	_____
_____ Loud	_____ Stutter	_____ Cracking voice	_____

BACKGROUND SOUNDS:

_____ Street noises	_____ House noises	_____ Factory	_____ Local
_____ Crockery	_____ Motor	_____ Machinery	_____ Long distance
_____ Voices	_____ Office Machinery	_____ Clear	_____ Animal Noises
_____ Booth	_____ PA System	_____ Static	_____ Music

Other \_\_\_\_\_

THREAT LANGUAGE:

_____ Well spoken (educated)	_____ Foul	_____ Incoherent
_____ Irrational	_____ Taped	_____ Message read by threat maker

REMARKS

: \_\_\_\_\_

\_\_\_\_\_

Report call immediately to \_\_\_\_\_ Phone number \_\_\_\_\_

Fill out completely, immediately after bomb threat Date / /

Phone number \_\_\_\_\_

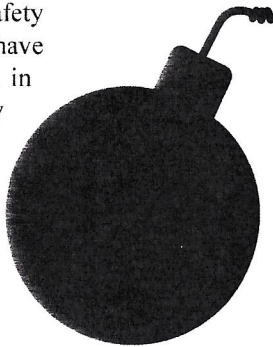
Name \_\_\_\_\_ Position \_\_\_\_\_

# Bomb Threats

## Objective

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A good safety plan takes into account the many incidents that can affect the health and safety of workers. Bomb threats have become all too common in the workplace and every business needs to pre-plan their response to a bomb threat. Let's look at bomb threats, procedures to follow, evacuation considerations, and search techniques.



## Bomb Threats

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Bomb threats are made to warn people to leave a location where an explosive device may have been planted. The caller probably has knowledge of the device and does not want people to get hurt. The more specific the information about the device, the more likely there really is one. Another reason for making a bomb threat is to cause alarm, panic and to get a response. These callers feel powerful when they can cause a business to close down, costing the employer money and forcing employees to leave the workplace. One other reason for a bomb threat is the prank call which typically happens so that the caller can leave work early. One company found bomb threats were being called in on the Friday afternoon prior to hunting season. Whatever the reason for the bomb threat, all threats must be taken seriously. Threats must be documented either on a bomb threat response card or, if the threat is written, the materials must be handled as little as possible and saved for police investigation.

## Procedures

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It is important to determine who would be most likely to receive a bomb threat. The identified people must be trained to:

- respond to the caller with appropriate questions;
- detail the conversation and the exact words of the threat made by the caller; and
- report the threat to the appropriate authority.

Preparation and training will help the employee handle the incident without panic.

A major decision to be addressed in the development of the company's policy is whether or not to evacuate the building. This decision has to take into consideration the liability of remaining in the building following a threat or leaving the building. The police or bomb squad will not make the evacuation decision for you. Your response needs to be determined ahead of time and written in the company policy.

## Bomb Search Techniques

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What does a bomb look like?

Almost anything you can think of could be a bomb. The important questions to ask are:

Is it unusual?

Is it out of place?

Is it suspicious?

If the answer is "yes" to all three questions,

**DO NOT MOVE OR TOUCH THE OBJECT.**

Always move people away from the suspicious object or package.

If the police or the bomb squad come to your place of business, they will not search for a bomb since they do not know what is unusual, suspicious or out of place. Only the people working in an area familiar to them will know this. One person familiar with each area should be designated to look for any object or package that is unusual, suspicious or out of place. For common areas (break rooms, bathrooms, etc.), a search team of two or three people familiar with the areas should be designated. The team will search in the following way:

**LOOK, LISTEN, and SMELL** before entering the room; divide the room into high, low and waist level areas; use a grid or spiral pattern to conduct the search; if lights are on or off, leave them that way. Remember a bomber has only a limited time to plant a bomb. Search areas in priority order: outside the building first; common areas open to the public; private areas last. Once the area has been searched, the area must be secured. If a suspicious object/package is found, either evacuate all personnel within 300 feet, or evacuate the building, depending on the size of the bomb found.

With pre-planning and bomb threat response training, businesses can help reduce panic and be assured of a quick response should a threat be made.