

BOMB THREAT PROCEDURES

Any person receiving a bomb threat should get as much information as possible about the threat. Valuable information would include the location of the bomb, type of bomb, physical description, and the time it is set to explode. This work sheet lists other information that is beneficial in responding to a bomb threat.

If a bomb threat is received, communicate the information at once to your Security Contact, in addition to the person on the site who is responsible for making decisions regarding bomb threats.

RECORD THE FOLLOWING INFORMATION:

1. TIME AND DATE REPORTED
2. HOW REPORTED
3. EXACT WORDS OF CALLER
4. CALLER ID - ORIGINATING NUMBER
5. WAS THE CALL RECORDED

QUESTIONS TO ASK CALLER:

1. WHEN IS THE BOMB GOING TO EXPLODE?
2. WHERE IS THE BOMB? BUILDING, FLOOR, ROOM?
3. WHAT KIND OF BOMB IS IT?
4. WHAT WILL CAUSE IT TO EXPLODE?
5. WHAT DOES IT LOOK LIKE?
6. WHY DID YOU PLACE THE BOMB?
7. WHERE ARE YOU CALLING FROM?
8. WHAT DO YOU WANT?

DESCRIPTIONS OF THE CALLER`S VOICE AND SPEECH MANNERISMS:

Male	Intoxicated
Female	Loud
Young	Normal
Middle Age	Rapid
Old	Slow
Calm	Impediment
Excited	Accent

OTHER VOICE CHARACTERISTICS:

Background Noises
Time Caller Hung Up
Remarks
Name, Phone Number call received on, Room of person receiving the call

WE HOPE YOU WILL NEVER NEED THESE INSTRUCTIONS BUT WANTED TO HELP YOU BE PREPARED. KINDLY SUBMITTED BY:

The FACILITIES PLANNING SERVICES Group

TEL: 910.313.6950 / 910.470.6950 / EMAIL: info@facilitiesplan.com