

BOMB THREATS GUIDELINE FACT SHEET

This publication is being provided as a "basic" tool to be used in the development and implementation of a bomb threat and emergency protection program. Professional assistance should be employed in developing a program that is specific to each organization.

Further information can be obtained from your local police department and from publications available from "American Society of Industrial Security" (www.asisonline.org), and the "International Association of Chiefs of Police" (www.theiacp.org/pubinfo/pus/pslc.toc.htm).



*Years of Service
to Law Enforcement*



This publication has been prepared by the *Private Security Committee* of The Connecticut Police Chiefs Association

Bomb Threats And Bomb Emergencies

General Information

Every year, thousands of bomb threats are received by small and large organizations throughout this country. Most are just threats, some are real situations.

- A Bomb Threat is a condition existing when there is a report of an explosive device.
- A Bomb Emergency exists when a suspected or actual explosive device has been located or detonated.

PLANNING CONSIDERATIONS

1. Develop policies and procedures for dealing with bomb threats and emergencies.
2. Develop pre-determined criteria for evacuation of the facility - It can be more dangerous to evacuate under certain situations.
3. Begin an awareness program relating to the policies and procedures.
4. Institute a training program so that members of your organization can become familiar and practice procedures.
5. Co-ordinate your efforts with your local police department
6. Assign key, decision making personnel to be available and implement plans in a threat or emergency situation.
7. If a suspected device is found, DO NOT: kick it, shake it, pick it up, move it, or try to disturb it in any way. Call 911.
8. Identify someone familiar with the property to work with authorities when they arrive.

BOMB THREAT CHECK LIST

This is a suggested check list format that can be used by personnel receiving incoming phone calls in your organization. It is good practice to have one readily available at all workstations where incoming calls are received.

Voice	Loud___ Raspy___	Soft___ Pleasant___	High Pitch___ Intoxicated___	Deep___ Other___
Accent:	Local___	Foreign___	Race___	Ethnicity___
Speech:	Fast___ Nasal___	Slow___ Stutter___	Distinct___ Slurred___	Distorted___ Other___
Manner:	Calm___ Coherent___ Righteous___	Angry___ Incoherent___ Laughing___	Rational___ Deliberate___ Other___	Irrational___ Emotional___
Language:	Excellent___	Good___	Fair___	Poor___
Background:	Office___ Music___	Factory___ Voices___	Animals___ Vehicles___	Traffic___ Other___

Important Questions:

Where is the bomb? _____

When will it go off? _____

Why? _____

Where is it planted? _____

How did you get in? _____

What kind of bomb? _____

- Do not panic, the more information that you can obtain, the better opportunity to determine the validity of the threat.
- Listen carefully and do not interrupt the caller.
- If the caller does not volunteer information, ask questions pertaining to location, type of device, and time of detonation.
- Try to keep the caller on the phone so that you have an opportunity to gather more information.
- Call police immediately.