

# **BOMB THREAT**

## **1300 MAIN**

### **Bombs by Mail**

Although bomb threats are usually associated with telephone calls or letters announcing that a bomb has been placed on the property, bombs are also sent via mail, special delivery, or messenger services. Avoid human and property loss by being on the alert for oddly addressed packages and unusual packages.

#### **Oddly Addressed Packages**

- Sender unknown
- No return address
- Restrictive warnings, such as “Personal”, “Private”, “Fragile – Handle With Care”, and/or “Rush – Do Not Delay”
- Addressee who never gets personal mail at the business address
- Inaccurate name, title, or address
- Distorted or unusual handwriting

#### **Unusual Packages**

- Odd shape, size, wrapping color
- Stains on the wrapper (particularly, oil stains)
- Odors

### **Responding to a Bomb Threat by Mail**

Never ignore a written warning. Call 911 immediately, and then report the threat to the Building Management Office. Activate appropriate search and/or evacuation procedures based upon the information contained in the threat.

- Save all materials (envelope, packing material, contents)
- Be careful to preserve fingerprints

### **Responding to a Bomb Threat via Telephone**

- Never transfer the call
- Never assume that the threat is a hoax
- Never shrug off the threat as a “bomb scare” that can be ignored
- Never argue with or ridicule the caller
- Let the caller know that the Property Manager wants to save lives, and urge the caller to help
- Tell the caller that the building is occupied



- Have a prearranged signal with others in the office, so that someone can listen in, without the caller's knowledge

### **Questions the Receiver of Threat Should Ask the Caller**

- Please refer to the Bomb Threat Checklist on Page 3.

### **Who Do You Call First?**

Report the emergency first to 911. Thereafter, follow the property's response plan exactly, and contact ATF, FBI, and other appropriate agencies.

### **What to Do If a Bomb Is Found**

- Do not touch or disturb the bomb or suspicious article in any way, unless it is a life-or-death situation
- Call in police explosive specialists and let them take over
- Evacuate occupants, guests, unnecessary employees, etc., immediately
  - Evacuate people at a distance that is safe from flying glass and debris, usually at least 300 feet
  - Consider evacuation under false pretenses, in order to avoid panic
  - Do not allow anyone to return to the building until officially approved to do so



## CHECKLIST WHEN YOU RECEIVE A BOMB THREAT

Date and Time Reported: \_\_\_\_\_

How Reported: \_\_\_\_\_

Exact Words of Caller: \_\_\_\_\_

\_\_\_\_\_

Questions to Ask:

1. Who is this? \_\_\_\_\_

2. When is the bomb going to explode? \_\_\_\_\_

3. Where is the bomb right now? \_\_\_\_\_

4. What kind of bomb is it? \_\_\_\_\_

5. What does it look like? \_\_\_\_\_

6. Why did you place the bomb? \_\_\_\_\_

7. Where are you calling from? \_\_\_\_\_

Description of Callers Voice: \_\_\_\_\_

Male\_\_\_\_Female\_\_\_\_Young\_\_\_\_Middle Age\_\_\_\_Old\_\_\_\_Accent\_\_\_\_\_

Tone of Voice\_\_\_\_\_Background Noise\_\_\_\_\_Is Voice Familiar?\_\_\_\_\_

If so, who did it sound like?\_\_\_\_\_

Time Caller Hung Up:\_\_\_\_\_Remarks:\_\_\_\_\_

\_\_\_\_\_

Name, Address, Telephone Number of Recipient:\_\_\_\_\_

\_\_\_\_\_

