

The chances of being the victim of a bomb are extremely remote. Although rare, the chances are considerably greater of receiving a telephoned bomb threat or finding a suspicious and potentially harmful device placed at your office or on your property.

First: If you receive a bomb threat by phone:

1. Use the Bomb Threat Report (located on the next page).
2. Remain calm.
3. Keep the caller on the line and attempt to gather additional information.
4. Notify co-worker while caller is on the line. (DISPLAY SIGN contained in this procedure.)

Second: Report the bomb threat, mail bomb or suspicious device:

1. If possible, use another phone to report the threat; experts can often track the location of a threatening call if the telephone is left unused (i.e. no calls have been placed or received).
2. Call Building Security at _____ – _____. Explain that you've received a bomb threat, mail bomb or have found a suspicious device at your workplace.
3. Contact your Floor Warden who will contact your deputy director's office.
4. You and other co-workers may be requested to assist Building Security with the search, as employees are most familiar with their work surroundings.

If you find a suspicious package or device:

1. Do not touch the device OR items near the device. Movement may "trigger" a detonation.
2. Evacuate and cordon off the immediate area to prevent inadvertent exposure to the danger. Vibration from movement near the suspicious item may cause an explosion or a timing mechanism may be set to activate the device.
3. If possible, open windows to minimize the effect of any concussion caused by detonation.
4. Do not use cellular phones or other electronic equipment near the device.
5. Remain quiet and orderly during evacuations; listen for updated instructions.

In case of impact or immediately after impact, if unable to exit:

1. If unable to exit, take shelter under sturdy furniture, desks, etc.
2. Tuck and protect your head with your arms.
3. Anticipate low or no visibility due to fine particles of debris – do not panic.
4. Determine if anyone is hurt. Summon medical teams by dialing Building Security at _____ – _____.
5. Cover mouth and nose with layers of fabric that can filter the air but still allow breathing.
6. Assess emergency evacuation routes – determine if clear, blocked or impassable.
7. If trapped, remain calm.
8. Do not move debris or objects – it may trigger the collapse of a nearby structure. If trapped inside, listen for emergency evacuation teams above, below and around you.

If evacuating after the impact of an explosion:

1. See procedure A-2.2: Evacuation Procedures - After the Impact.
2. Be aware of broken glass and electrical damage dangers, such as sparks or broken or frayed wires when exiting buildings.
3. Use great caution when exiting a building – quickly moving away from the building.
4. Watch for falling debris – tuck and protect your head with your arms.
5. Remain calm and encourage others to do the same.

BOMB THREAT REPORT

Date: _____ **Time:** _____ A.M. or P.M.

Instructions: Be calm, be courteous, listen and do not interrupt the caller. Notify co-worker by pre-arranged signal while the caller is on the line.

Exact words of person placing call:

Questions to ask:

1. What kind of bomb is it? _____
2. When is the bomb going to explode? _____
3. What does it look like? Please describe it. _____
4. Where is it located? Can you give us the office and floor number and building location? _____
5. What will cause it to detonate? _____
6. Many innocent people may be hurt. Why are you doing this? _____
7. What is your name and address? _____

Try to determine the following (Circle all appropriate items):

Caller's identity	Male	Female	Adult	Juvenile	Age ___ years
Voice	Loud Soft	Pleasant Intoxicated	High Pitch Deep Pitch	Raspy Other _____	
Accent	Local	Not Local	Foreign	Region _____	
Speech	Fast Slow	Distinct Distorted	Stutter Slurred	Nasal Lisp	Other _____
Language	Excellent	Good	Fair	Poor	Foul
Manner	Calm Angry Intoxicated	Righteous Deliberate	Coherent Incoherent	Rational Irrational	Emotional Laughing Other _____
Background Noise	Office machines Quiet voices	Factory machines Party atmosphere	Trains Street traffic	Animals Music	Airplanes Mixed Other _____

Additional information:

Action:

- If possible, use another phone to report the threat; experts can often track the location of a threatening call if the telephone is left unused (i.e. no calls have been placed or received).
- Call Building Security at _____ – _____. Explain that you've received a bomb threat.
- Contact your Floor Warden who will convey the information to your division's deputy director/designee and to the DAS Director's Office.

Telephone # receiving threat: _____

Person receiving call: _____

**I HAVE A BOMB THREAT
CALLER ON THE PHONE**

NOTIFY SECURITY AT

_____ - _____

**TELL THE SUPERVISOR
OR MANAGER**