

## **BOMB THREAT**

### **A. Person Receiving Call**

1. Keep caller on the line. Delay the caller with such statements as "I am sorry, I did not understand you. What did you say?"
2. Listen carefully. Get as much information from the caller as possible.  
Ask the caller:
  - a. Where is the bomb located?
  - b. What time is it scheduled to explode?
  - c. Why he/she has placed a bomb at City Hall?
  - d. What the bomb looks like?
  - e. What kind of bomb is it?
  - f. How do you know about the bomb?
  - g. What is your name and address?
3. Take note of:
  - a. Sex of caller; approximate age
  - b. Voice quality: accent, peculiar speech
  - c. Exact time the call was received
  - d. Background noises; music, motors, traffic

### **B. Person Receiving Letter**

If the bomb threat is in the form of a letter the following should be noted:

1. The manner in which it arrived
2. Who found it?
3. Where it was found?

**\*\*Note:** the letter should be placed in a cellophane envelope for fingerprint detection.

### **C. Manager/Supervisor of Alerted Departments**

1. The Manager/Supervisor will determine action to be taken.
2. If a suspicious object is found – do not disturb.
3. Avoid two-way radio communication in the area.
4. Do not switch on lights or turn lights off.
5. Notify dispatch 9-9-1-1.
6. Notify the City Manager's office.

# TELEPHONE PROCEDURES

## THREAT CHECK LIST

- Pretend difficulty with hearing – keep caller talking – if caller seems agreeable to further questions, ask:

What is the threat? \_\_\_\_\_

Who is the threat against? \_\_\_\_\_

**If a bomb is mentioned try to ascertain from caller:**

Where is it? \_\_\_\_\_

When is it to go off? \_\_\_\_\_

Where are you? \_\_\_\_\_

What's your name? \_\_\_\_\_

Write out exact words said: \_\_\_\_\_

Notify your supervisor immediately as instructed. Do not talk to others until instructed by your supervisor. Be available for interview by investigating officer.

Your name: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Caller's Identity</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Adult <input type="checkbox"/>	Juvenile <input type="checkbox"/>	Approx. Age:	
<b>Origin of call:</b>	Local <input type="checkbox"/>	Long Distance <input type="checkbox"/>	Booth <input type="checkbox"/>	Cell: <input type="checkbox"/>		
<b>Voice:</b>	Loud <input type="checkbox"/>	High Pitch <input type="checkbox"/>	Raspy <input type="checkbox"/>	Intoxicated <input type="checkbox"/>	Soft <input type="checkbox"/>	Deep <input type="checkbox"/>
	Pleasant <input type="checkbox"/>	Other:				
<b>Speech:</b>	Fast <input type="checkbox"/>	Distinct <input type="checkbox"/>	Stutter <input type="checkbox"/>	Slurred <input type="checkbox"/>	Slow <input type="checkbox"/>	Distorted <input type="checkbox"/>
	Nasal <input type="checkbox"/>	Lisp <input type="checkbox"/>	Other:			
<b>Language:</b>	Excellent <input type="checkbox"/>	Fair <input type="checkbox"/>	Foul <input type="checkbox"/>	Good <input type="checkbox"/>	Poor <input type="checkbox"/>	Other:
<b>Accent:</b>	Local <input type="checkbox"/>	Foreign <input type="checkbox"/>	Race <input type="checkbox"/>	Not local <input type="checkbox"/>	Region <input type="checkbox"/>	
<b>Manner:</b>	Calm <input type="checkbox"/>	Rational <input type="checkbox"/>	Coherent <input type="checkbox"/>	Deliberate <input type="checkbox"/>	Righteous <input type="checkbox"/>	Angry <input type="checkbox"/>
	Irrational <input type="checkbox"/>	Incoherent <input type="checkbox"/>	Emotional <input type="checkbox"/>	Laughing <input type="checkbox"/>		
<b>Background Noises:</b>	Factory Machines <input type="checkbox"/>	Bedlam <input type="checkbox"/>	Music <input type="checkbox"/>	Office Machines <input type="checkbox"/>	Mixed <input type="checkbox"/>	Street Traffic <input type="checkbox"/>
	Trains <input type="checkbox"/>	Animals <input type="checkbox"/>	Quiet <input type="checkbox"/>	Voices <input type="checkbox"/>	Airplanes <input type="checkbox"/>	Party <input type="checkbox"/>
	Other:					

Be calm. Be courteous. Listen. Do not interrupt the caller. Notify supervisor or other available individual by prearranged signal while caller is on line. NOTIFY Police immediately at 9.9.1.1.