

Procedure: Bomb Threat

Information

The majority of bomb threats are benign. Take all of them seriously. The 911 dispatcher will tell you if you need to leave the building.

Procedure Steps: Bomb Threat Received by Handwritten Note

1. Any Person—

- A. If required, immediately tell a person to find and bring the Event and Operations Manager or lead staff member onsite.
- B. Immediately make a decision about the threat. If the threat is serious, immediately call 911. If the threat is NOT serious, immediately call the police. Use any operational phone.
- C. Immediately stop handling the note to preserve any evidence (DNA, fingerprints, Etc.).
- D. Immediately alert other persons in the area. As required, use the church paging system (HOW?).

Procedure Steps: Bomb Threat Received by Email

1. Any Person—

- A. If required, immediately tell a person to find and bring the Event and Operations Manager or lead staff member onsite.
- B. Immediately make a decision about the threat. If the threat is serious, immediately call 911. If the threat is NOT serious, immediately call the police. Use any operational phone.
- C. Do not delete the message.
- D. Immediately alert other persons in the area. As required, use the church paging system (HOW?).

Procedure Steps: Bomb Threat Received by Phone Call

1. Call Receiver—Try to keep the caller on the phone, and ask a lot of questions. Use the checklists below.
2. Call Receiver—

A. If required, immediately tell a person to find and bring the Event and Operations Manager or lead staff member onsite.

B. Immediately tell a person to call 911. Use any operational phone.

C. Immediately tell a person to alert other persons in the area. As required, use the church paging system found in the Fire panel in the Office Wing lobby.

3. Call Receiver—Ask the caller these questions. Legibly print the answers on paper.

Question	Question
Where is the bomb located?	What will make it explode?
When will it go off?	Did you place the bomb? If yes, why?
What does it look like?	What is your name?

4. Call Receiver— Legibly print this information on paper.

Question	Question
What were the exact words of the threat?	What is the threat caller's estimated age?
Where is the threat caller located?	Is the voice familiar? If so, who does it sound like?

5. Call Receiver—Circle any of these characteristics that apply to the threat caller's voice:

Female	Male	Accent
Angry	Calm	Clearing Throat
Coughing	Cracking Voice	Crying
Deep Voice	Deep Breathing	Disguised
Distinct	Excited Laughing	Lisp
Loud	Nasal	Stutter
Ragged	Rapid	Raspy
Slow	Slurred	Soft

6. Call Receiver—Circle any of these characteristics that apply to the threat caller’s background sounds.

Animal Noises	House Noises	Kitchen Noises
Street Noises	Street Noises	Booth PA System
Crowd	Music	Motor
Static	Office Sounds	Factory Sounds
Local Number	Long Distance Number	

7. Call Receiver—Circle any of these characteristics that apply to the threat caller’s language.

Incoherent	Irrational	Profane
Pre-recorded	Well-spoken	

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