

BOMB THREATS

What to do if a **Bomb Threat** is Received

The following procedures have proven to be valuable when threats are received:

1. The individual receiving the call must remain calm and get as much information from the caller as possible. A prepared checklist can be helpful to the receptionist. It is important to keep the person talking. The following information should be obtained when possible:

- What is the exact message?
- What time will the bomb explode?
- What kind of bomb is it?
- Why was it placed here?
- When did you place it here?
- Exactly what does it look like?
- Exactly where is the bomb?
- Was the caller a male or female?
- How old was the caller?
- Did the caller have an accent?
- Were there background noises?
- What is the caller's name?

Notify a company supervisor in accordance with your Company Action Plan. **Do not discuss the threat with other employees.**

Immediately notify the Houston Police Department and Building Management Office at 28.597.1212 (24 hours) and relay all information received. Building Management will evaluate the seriousness of the threat based on all available information.

If evacuation is deemed necessary, employees should be notified in a calm and deliberate manner. Carefully worded, prepared statements can convey the urgency of the situation without causing panic. An appropriate statement might be, "Employees are directed to cease work, take their personal belongings and proceed to another floor, etc. This is not a drill."

Do not search for the bomb, or touch anything that appears suspicious. Allow the trained Police Bomb Squad personnel to take charge.

If no bomb is discovered and the Police indicate that no further hazard exists, personnel may re-enter the Building or offices at their own discretion and risk.



BOMB THREAT INFORMATION

How reported: _____

Exact Words of Caller: _____

Questions to Ask:

When is the bomb going to explode? _____

Where is the bomb right now? _____

What kind of bomb is it? _____

Why was it placed here? _____

What does it look like? _____

When did you place the bomb? _____

Where are you calling from? _____

What is your name? _____

Where do you live? _____

Description of Caller's Voice:

Male _____ Female _____ Young _____ Middle Age _____ Old _____ Accent _____

Tone of Voice _____ Background Noise _____ Is Voice Familiar? _____

If so, what did it sound like? _____

Other Voice Characteristics _____

Time Caller hung up _____ Remarks _____

Name, office location, telephone no. of recipient _____

Telephone number on which the call was received _____