

EMERGENCY RESPONSE PROTOCOL

Bomb Threat

Depending on Assistance Needed, Call:	
Police, Fire, and EMS Emergency	911
Security	
EST (Executive Support Team) Manager	
Other	

Situation Description

In all bomb threat or explosive device situations, to minimize the danger of life and property, all personnel must be prepared to carry out plans for bomb threat incidents when instructed to take immediate action.

Upon the identification of a suspicious package or receipt of a bomb threat, all school-based administrators (principals, managers, and supervisors) may order an evacuation of the building based on the level of risk – low, medium and high. When in doubt - evacuate until the building receives an all-clear status by law enforcement.

Most bomb threats are received either directly or indirectly by telephone. They may arrive as written threats by mail or other means. The procedure for handling the threat will be the same.

In the event that authorities advise of a *dirty bomb* incident, it may be necessary to utilize other Universal Emergency Response Procedures, as directed by Emergency Responders.

School personnel must be familiar with these guidelines and school or office emergency plans. Further, plan details and guidelines will be kept in confidence. The documents are not intended for general distribution and should not be published for that purpose.

These guidelines indicate the course of action to be followed upon receipt of a bomb threat. Also, the guidelines are intended to serve as a checklist which may be used by the school or office administrator in the preparation of the school or office plan.

Procedures

Please Note: Cellular phones and walkie-talkies should not be used during bomb threats as they may activate an explosive device. However, using hardwired public address systems is permissible.

Immediate response—

- On receiving a bomb threat by telephone:

- Use Bomb Threat Checklist to obtain as much information as possible from and about the caller.
- Listen carefully—do not interrupt!
- Try to write the entire message.
- Try to keep the caller talking as long as possible.
- After completing the call, hang up and immediately lift the receiver.
- Contact MPD (911).
- Notify security.
- Activate School Emergency Response Team.
- On receiving a bomb threat by e-mail, fax, or other forms of communication:
 - Preserve evidence.
 - Make a hard copy immediately.
 - Notify an administrator immediately.
 - Notify MPD (911).
 - Notify Security.

Please Note: Cellular phones and walkie-talkies should not be used as they may activate an explosive device.

- Building administrator's action:
 - Dial 911.
 - If evacuation is necessary, begin the process by calmly announcing over the intercom:

“There is a need to immediately evacuate the building.
Please follow building evacuation procedures and leave the building in a quiet and orderly manner.”
 - If a suspicious object is found, do not touch or move it.
 - Warn others to stay away from the suspicious object and maintain at least a 500-foot clearance area.
 - Contact the EST Manager and advise of the situation.
 - When police arrive, they are in command, and their orders are to be followed.
 - Decisions on school closings will be made by the EST in consultation with police.
 - Institute Student and Occupant Accountability Procedures.
 - Restrict personnel from the building until police approve access.
 - If necessary, security personnel can assist police with building inspection.
 - Assist police in the investigation of all leads.
 - Check absentee list, class cuts, suspensions, student problems, and significant school activities (e.g., exams, pending athletic events).
 - If necessary, assemble and supervise students who are to be transported home at the parent reunification area or designated transportation pick-up zone.
 - Report incident to security and complete any necessary reports.
 - Reoccupy areas of the building only after they have been searched and determined safe by police and the principal *has been given an “all clear.”*
 - If students are to be dismissed or moved to another location, follow predetermined plans from the school emergency plan.

- Complete the After Action Report on the Web-Based Application (DC Emergency and Safety Alliance Website – <http://esa.dc.gov>) and submit to the Interagency Team.
- If a bomb threat is called into Central Administration or MPD and is directed at schools in general, the EST, after consulting with MPD and security, will issue orders to the schools characterizing the threat as:
 - BTR Level 1—Low Risk Profile;
 - BTR Level 2—Medium Risk Profile; or
 - BTR Level 3—High Risk Profile.

The Executive Support Team shall notify school-based administrators of general bomb threats and characterize the risk, which will initiate the actions shown in the table below:

Bomb Threat Risk (BTR)	Action
BTR Level 1	Monitor building for any suspicious activity. Students and staff remain in the building.
BTR Level 2	Conduct an Evacuation. School-based administrator and security personnel visually inspect the building for suspicious packages or items.
BTR Level 3	Evacuate the building immediately. MPD will respond and take command of the situation.

- Handling a suspicious package: The probability of receiving a bomb in the mail is remote. However, a small number of explosive devices and biological agents have materialized in the mail system. The following are characteristics from the U.S. Postal Inspection Service to help identify a suspect piece of mail:
 - Package may have restricted markings like “Personal” or “Private” to one who doesn’t receive personal mail at the office or to someone no longer working as an employee.
 - Package is sealed with excessive amounts of tape or has an excessive amount of postage on it.
 - Postmark city different from Return Address city.
 - Misspelled words, written badly or using letters cut from newspaper or magazine and glue on the package.
 - Package has wires or aluminum foil sticking out, oil stains, smells weird, or sounds peculiar (sloshing noise).
 - Package may feel strange, look uneven or lopsided.

If uncertain about a letter or package and unable to verify the sender or contents with the person it is addressed to:

- Do not open it, shake it, bump it, or sniff it!
- Evacuate the area quickly and calmly.
- Wash hands with plenty of soap and water.
- Call police (911), security, and the U.S. Postal Inspector (703-948-3163).

- Complete a list of all people who were near the package or letter in case they are needed for further questioning.

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

*** Refer to your local bomb threat emergency response plan for evacuation criteria**

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov



Homeland Security

2014

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud	Other Information:	
<input type="checkbox"/> Nasal	_____	
<input type="checkbox"/> Normal	_____	
<input type="checkbox"/> Ragged	_____	
<input type="checkbox"/> Rapid	_____	
<input type="checkbox"/> Raspy	_____	
<input type="checkbox"/> Slow	_____	
<input type="checkbox"/> Slurred	_____	
<input type="checkbox"/> Soft	_____	
<input type="checkbox"/> Stutter	_____	