

CBRNE SAFETY NOTES



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BOMB THREAT

RESPONSE & INFORMATION CAPTURE TOOL

Whether or not a bomb actually exists, all bomb threats are to be taken seriously. Every threat is a violation of the law and will be prosecuted.

IF YOU IDENTIFY A SUSPECTED BOMB:

If you identify a suspicious object with no other telephone or written threat, notify your supervisor. The Supervisor will determine if an evacuation is needed and call 9-1-1.

IF YOU RECEIVE A BOMB THREAT:

Notify your supervisor immediately. Ask everyone in the area to thoroughly search their areas for anything suspicious, out of place, or tampered with, but do not touch or move suspicious objects. If a suspicious package is located, follow the instruction in 'If You Identify a Suspected Bomb.'

IF YOU RECEIVE A TELEPHONE BOMB THREAT:

If you receive a bomb threat by phone, remain calm and try to keep the caller on the phone. Write down the caller's exact words and note the time of the call. If possible, ask for the location and a description of the device. Do not be concerned with any time given by the caller as this is most likely a means to induce panic. Check for a caller ID number and write down all the information you receive. After the call is complete, notify your supervisor and then take no further action until you are advised to do so by your supervisor and/or the police and/or Incident Command.

TELEPHONE THREAT CHECKLIST

Name (Person Taking Call): _____

Date of Call: _____

Time of Call: _____ Age of Caller: _____

Length of Call: _____ Gender of Caller: _____

Exact Wording of Threat: _____

QUESTIONS FOR CALLER:

Where is the bomb? _____

What does the bomb look like? _____

When will the bomb explode? _____

What will cause it to explode? _____

What floor is it on? _____

What is your name? _____

What is your address? _____

Why did you place the bomb? _____

BACKGROUND SOUNDS OR INDICATORS?

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Clear | <input type="checkbox"/> Restaurant | <input type="checkbox"/> Traffic | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Wildlife | <input type="checkbox"/> Cell Phone | <input type="checkbox"/> Local Call | <input type="checkbox"/> Ocean |
| <input type="checkbox"/> Long Distance | <input type="checkbox"/> Music Playing | <input type="checkbox"/> TV Playing | <input type="checkbox"/> PA System |
| <input type="checkbox"/> Talking Noise | <input type="checkbox"/> Rain/Thunder | <input type="checkbox"/> Factory Noise | <input type="checkbox"/> Office Sounds |

CALLER'S VOICE

- | | | | |
|--|--|---|--------------------------------------|
| <input type="checkbox"/> Accent | <input type="checkbox"/> Coughing | <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Loud |
| <input type="checkbox"/> Raspy | <input type="checkbox"/> Angry | <input type="checkbox"/> Laughing | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Slow Talking | <input type="checkbox"/> Fast Talking | <input type="checkbox"/> Calm | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Cracking Voice | <input type="checkbox"/> Distinct Voice | <input type="checkbox"/> Excited |
| <input type="checkbox"/> Familiar Voice | <input type="checkbox"/> Ragged | <input type="checkbox"/> Soft Talking | <input type="checkbox"/> Whisper |
| <input type="checkbox"/> Disguised Voice | <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Deep Voice | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Threatening | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Inattentive |
| <input type="checkbox"/> Well Spoken | <input type="checkbox"/> Taped Voice | <input type="checkbox"/> Profane | |
| <input type="checkbox"/> Reading a Message | | | |



Workplace Violence / Active Shooter Threat Prevention and Response Planning Methodology

Preventative

1. Is there a procedure to report potential threats?
2. Have all employees received training on this threat reporting procedure?
3. Upon reporting of a threat, is there a process for activating a Threat Assessment Team?
4. Depending on the outcome of the Threat Assessment Team, do capabilities exist for access control, badge removal, access rosters, law enforcement collaboration, and other methods to preemptively restrict access and ideally prevent a more direct threat?

Preparedness

1. Does the facility have an evacuation plan?
2. Does the facility have a lockdown plan?
3. Does the facility have emergency communications (phone, pager/intercom, radio, or other)?
4. Does the facility have duress/'panic' buttons?
5. Does the facility have adequate locks?
6. Have employees received training on WPV/AS prevention and response?
7. Are facilities/rooms set up to prevent being 'trapped' or without egress (are employees in the corner with a client in between them and the exit)?
8. Have employees identified areas to hide with cover and concealment?

Notification

1. Threat from outside facility (*threat outside the facility or threat called or sent in*)
 - a. Threat identification – did employees identify the threat and initiate response?
 - b. Did employees report the threat to local security, law enforcement and leadership?
 - c. Was the communication clear, effective and efficient?
2. Threat from within facility (threatening client or bystander)
 - a. Threat identification – did employees identify the threat as it escalated (or did the threat appear immediately)?
 - b. Did employees immediately react to the threat?
 - c. Did employees report the threat using emergency communications/panic buttons?
 - d. Did employees maintain reactionary distance (if verbal or not immediately dangerous) and/or initiate egress?

Response

1. Threat from outside the facility
 - a. Did employees initiate access control / physical security / lockdown?
 - b. Did employees move from visible areas?
 - c. If threat arrived at or entered facility, did employees initiate egress?
 - i. Did employees egress in the most efficient, effective, direct manner away from the threat?
 - ii. Was the evacuation path open and clear and known?
 - d. If egress was not possible, did employees find adequate cover and concealment?
 - i. Did locks work?

- ii. Did employees turn off any audible sounds and lights?
 - e. If the threat located the hiding areas, did employees locate items to be used as weapons and mount a defense?
 - 2. Threat from within the facility
 - a. If threat arrived at or entered facility, did employees initiate egress?
 - i. Did employees egress in the most efficient, effective, direct manner away from the threat?
 - ii. Was the evacuation path open and clear and known?
 - b. If egress was not possible, did employees find adequate cover and concealment?
 - i. Did locks work?
 - ii. Did employees turn off any audible sounds and lights?
 - c. If the threat located the hiding areas, did employees locate items to be used as weapons and mount a defense?
 - 3. When law enforcement arrived, did employees show empty hands?
 - 4. Did employees provide as much effective information to law enforcement as possible?

Recovery

1. Was all information reported through all necessary channels (law enforcement, incident reports, compensation reports, etc.)
2. Were employees provided with on-site assistance (medical, psychological, religious, etc.)?
3. Were employees provided with long-term assistance (Critical Incident Stress Debriefing, etc.)
4. Was a lessons-learned review conducted?
5. Were applicable preventative and preparedness measures identified and implemented?