

## BOMB THREAT

**DO NOT USE YOUR CELL PHONE, BLACKBERRY OR RADIO ONCE A THREAT IS RECEIVED, AS RADIO WAVES MAY CAUSE A DEVICE TO DETONATE!**

1. Remain calm so you can get information from the caller.
2. If possible **WITHOUT** letting the caller know, enlist the aid of fellow employees to notify the Police Department at **911** and then Property Management, Engineering and/or Security Staff at **(202) 388-0110 or (202) 347-2818**, giving the following initial information:
  - Company Name
  - Suite Number/Floor
  - Name and telephone number of employee making this call.
3. Obtain as much information as possible. At a minimum, ask the caller these questions:
  - Where is it located?
  - When will it go off?
  - What does it look like?
  - What kind of bomb is it?
  - What will cause it to explode?
  - Why are you doing this?
  - Who are you?
4. Record the exact time and the exact words the caller uses. Please activate the Star 69 feature, which provides you with the number of your last incoming call by calling the “\*” button on your phone followed by “69”. Write down the number that Star 69 gives you. See additional information below (“Additional Bomb Threat Information”), pertaining to other details of the call that may be beneficial to the responding authorities.
5. Notify your supervisor. Your supervisor should call Property Management, Engineering and/or Security Staff at **(202) 388-0110 or (202) 347-2818**.
6. Notify the Police Department by dialing **911**:
  - State that you have received a bomb threat
  - State that you are at **600 14th STREET, N.W. in WASHINGTON, D.C.**
  - State your company name and floor.
  - If you have a phone number from Star 69, provide operator with this number.
7. Notify Property Management, Engineering and/or Security Staff at **(202) 388-0110 or (202) 347-2818**.
8. Visually search your immediate area for any unusual objects. **DO NOT DISTURB ANY OBJECTS!**

**BOMB THREAT - continued**

9. Once Property Management, Engineering and/or Security Staff have been notified of a bomb threat, it is our policy to notify your firm's Manager or Officer. It is the decision of the Manager or Officer as to whether it is appropriate to evacuate the office, **EXCEPT** when specifically ordered by the authorities to whom the threat has been reported or the authorities who respond to the threat.
10. In the event that you are asked to evacuate the building follow Evacuation Procedures.
11. Do not re-enter the building until the "all clear" has been given.

**WHAT NOT TO DO**

- DON'T ignore bomb threats.
- DON'T touch suspected explosives.
- DON'T touch suspected bombs.
- DON'T move things that you don't know what they are.
- DON'T open things that you don't know what they are.
- DON'T place in water.
- DON'T shake.
- DON'T turn.
- DON'T cut wires.
- DON'T pull wires
- DON'T cut string.
- DON'T pull fuses.
- DON'T stamp out fuses.
- DON'T open glued packages.
- DON'T pass metallic tools near suspected bombs.
- DON'T move switches.
- DON'T release hooks.
- DON'T smoke near suspected bombs.
- DON'T carry bombs.
- DON'T place near vital equipment.
- DON'T investigate too closely.
- DON'T use insulating materials (bomb blankets or sandbags).
- DON'T move the bomb away from people—move people away from the bomb.

**DON'T IGNORE BOMBS!!!**

**STAY AWAY FROM BOMBS!!!**

**DON'T TOUCH BOMBS!!!**

**BOMB THREAT - continued**

**ADDITIONAL BOMB THREAT INFORMATION**

1. Exact Wording of the Threat:

\_\_\_\_\_

\_\_\_\_\_

2. Pertinent Data:

- Sex of caller
- Race
- Age (estimate)
- Length of call
- Number at which call is received
- Time of call
- Date of call

4. Caller's Voice:

_____ Calm	_____ Nasal
_____ Angry	_____ Stutter
_____ Excited	_____ Lisp
_____ Slow	_____ Raspy
_____ Rapid	_____ Deep
_____ Soft	_____ Ragged
_____ Loud	_____ Clearing Throat
_____ Laughter	_____ Deep Breathing
_____ Crying	_____ Cracking Voice
_____ Normal	_____ Disguised
_____ Distinct	_____ Accent (English, French, Latino)

If voice is familiar, who did it sound like? \_\_\_\_\_

5. Background Noises:

_____ Street Noises	_____ Factory Machinery
_____ Crockery	_____ Animal Noises
_____ Voices	_____ Clear
_____ PA System	_____ Static
_____ Music	_____ Local
_____ House Noises	_____ Long Distance
_____ Motor	_____ Booth
_____ Office Equipment	_____ Airplanes
_____ Railroads	_____ Other

**BOMB THREAT - continued**

**ADDITIONAL BOMB THREAT INFORMATION - continued**

6. Threat Language:

<input type="checkbox"/>	Well Spoken (educated)	<input type="checkbox"/>	Incoherent
<input type="checkbox"/>	Foul	<input type="checkbox"/>	Taped
<input type="checkbox"/>	Irrational	<input type="checkbox"/>	Message read by threat maker

**REPORT BOMB THREAT TO THE POLICE DEPARTMENT AT 911!**