

BOMB THREAT

Most bomb threats are received by telephone, although they may also be made by other means (typically by mail or e-mail). Remember that in some cases, *explosive devices may be utilized without any threats being made at all.*

Bomb Threats

- If you receive a bomb threat, quietly alert others nearby and notify your supervisor.
- Attempt to obtain as much information as possible from the caller. Listen for unusual noises or voice characteristics. Refer to the following *Bomb Threat Questionnaire* for further information.
- Report the incident to police by dialing **9-1-1** (or **9-9-1-1** from office phones). If there are no telephones immediately available and it is safe to do so, send a runner to notify the police. Provide the dispatcher with all available information regarding the bomb threat.
- Complete a *Bomb Threat Questionnaire* and provide a copy to the responding officer.
- Once the threat has been properly reported, managers should inform area staff that the building has been placed on a heightened security status as a response to a potential crisis situation.
- Managers should calmly and quietly review emergency evacuation procedures with area staff to prepare them for a possible evacuation.
- Until the situation has been assessed, all staff members should remain in place unless the Chief Administrator or public safety personnel instruct them to do otherwise.
- When searching for suspicious objects, public safety responders may require assistance from those who are familiar with the areas to be searched. If you are asked to do so, you may assist. ***If you are searching and find a suspicious object do not touch or move it.*** Move away and immediately report the object to public safety personnel.
- If an evacuation is ordered, follow routine evacuation procedures.

Suspicious Packages or Objects

- If you discover a suspicious package or object ***do not touch or move it!***
- Remain calm and move away from the object.
- Alert others in the immediate area to the situation and, if it is safe to do so, move them to safety.

- If danger is imminent, instruct everyone in the area to move as far away from the hazard area as possible and take cover. Instruct them to stay down until subsequent instructions are given.
- Do not use cellular phones, cordless phones, or any radio transmitter within 1,000 feet of a suspicious object or the subject area for a bomb threat.** Electrical energy from cordless phones or radios could detonate nearby explosive devices.
- Report the incident to police by dialing **9-1-1** (or **9-9-1-1** from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police.
- Under some circumstances, it may be more safe to remain in place than it is to evacuate. If so, close and lock (or barricade) all doors and windows. Take cover under or behind heavy furnishings or structures. Do not open doors unless instructed to do so by recognized staff members or positively identified public safety personnel.

If an Evacuation Becomes Necessary:

- Remain calm.
- If danger is imminent, alert others in the immediate area to the situation and, if it is safe to do so, move them to safety.
- If conditions allow, take essential personal belongings with you (purse, office or car keys, and backpack).
- Leave the area to be evacuated in an orderly manner.
- Assist any persons with disabilities or additional needs. If you are a person with mobility needs and unable to self-evacuate, go to pre-identified areas of refuge/rescue.
- If time and conditions allow, close all windows and doors as you exit.
- If exiting an upper floor, use the stairs. Once outside, move quickly away from the building or hazard area.
- Proceed to a designated Assembly Area or other safe area at least five hundred (500) feet from any buildings or potentially affected structures.

DO:

- Alert others to any hazards.
- Walk quickly.
- Assist others as needed.
- Keep walkways and roadways clear for responding public safety personnel.
- Assist public safety personnel as directed.

DO NOT:

- Use elevators.
- Rush for an exit.

- Check evacuation routes for suspicious objects, packages, or persons. If the explosion was intentional, there may be secondary explosive devices. Immediately move away from and report any suspicious conditions to public safety personnel.
- Avoid using cell phones or radio transmitters. If any explosive devices are present, nearby cell phone or radio transmissions may set them off.

Once at an Assembly Area or Other Safe Area:

- Check the Assembly Area for suspicious objects, packages, or persons. If the explosion was intentional, there may be secondary explosive devices. Immediately move away from and report any suspicious conditions to public safety personnel.
- Check yourself for injuries.* People are often so concerned about others that they often forget to check themselves.
- If it is safe to do so, provide first aid and appropriate care for the injured or ill person. Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment (gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger.
- Report any injuries, trapped persons, or hazardous conditions to police by dialing **9-1-1** (or **9-9-1-1** from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s), location(s), and/or description(s) of any victims(s), as well as the description, location, and type(s) of any hazardous conditions, and any other critical information.
- Use the telephone only to report life-threatening emergencies.* Telephone lines are frequently overwhelmed in emergency situations and must remain clear for emergency calls.
- Account for co-workers, students, and/or visitors. Supervisors and faculty members should document the names of those who have been safely evacuated.
- Wait at the Assembly Area until otherwise directed by site authorities or public safety personnel. If you must leave the Assembly Area for any reason, notify site authorities.

Additional procedures:

- Do not re-enter buildings until officials have determined that it is safe to re-enter.
- Site administrators should conduct an initial assessment of the site and provide a report to responding public safety personnel.
- At the earliest opportunity, trained response personnel should search for immediate life-safety hazards, injured and/or trapped persons, and/or other

unusual conditions. All hazard areas should be cordoned off and properly reported.

- If the incident or response to the incident is likely to continue for an extended period, site administrators should consider activating the site Emergency Operations Center (EOC) and begin organizing response and recovery efforts.
- When possible, authorized persons should alert other campuses of their situation utilizing all available means (telephone notification lists, blast e-mails and/or voice mails, alert/warning systems, or, if it is safe to do so, by runner).
- Site Administrators should be prepared to open designated shelter sites for use.

Decision to Evacuate

The Chief Administrator of an affected facility is the individual authorized to make decisions relating to the management of emergencies at that facility. The Chief Administrator typically decides whether to search and/or evacuate the facility after receiving input and/or recommendations from the Incident Commander or other professional responders.

Preparedness/Mitigation Measures

To minimize the opportunities for criminal activity or the potential placement of explosive devices upon or within District facilities and/or buildings, it is critical to maintain basic site security practices. To help protect these areas:

- Any person who answers District telephones should be familiar with bomb threat procedures.
- Bomb Threat Questionnaires and emergency telephone numbers should be posted near or upon all District telephones.
- All storage, office, and laboratory areas should be locked when they are not attended.
- All rooms should be locked after normal hours and locked immediately after cleaning.
- All employees should be trained to recognize and properly report suspicious packages.



BOMB THREAT QUESTIONNAIRE

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Exact wording of bomb threat:

Sex of Caller:

Race:

Age:

Length of call:

Telephone number at which call was received:

Time call received:

Date call received:

CALLER'S VOICE:

- | | | |
|-----------------------------------|--------------------------------|-----------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Raspy | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Nasal | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Angry | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Loud | <input type="checkbox"/> Distinct |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Lisp | |

CALLER'S VOICE (Continued):

- | | | |
|---|----------------------------------|------------------------------------|
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Slurred | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Cracking | <input type="checkbox"/> Accent | <input type="checkbox"/> Whispered |
| <input type="checkbox"/> Clearing Throat | | |
| <input type="checkbox"/> Deep Breathing | | |
| <input type="checkbox"/> Familiar (if voice is familiar, who did it sound like?): | | |

BACKGROUND SOUNDS:

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Street | <input type="checkbox"/> Voices |
| <input type="checkbox"/> Machinery | <input type="checkbox"/> Crockery |
| <input type="checkbox"/> Animals | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music | <input type="checkbox"/> House noises |
| <input type="checkbox"/> Long Distance | <input type="checkbox"/> Local |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Office |
| <input type="checkbox"/> Booth | <input type="checkbox"/> Traffic |
| <input type="checkbox"/> Other (specify): | |

BOMB THREAT LANGUAGE:

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Educated | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Scripted (read) |
| <input type="checkbox"/> Taped | <input type="checkbox"/> Irrational |

REMARKS:

Your name:

Your position:

Your telephone number:

Date checklist completed:

This questionnaire has been provided by the Contra Costa Community College District Police Department. For more copies, please contact your nearest District Police office.