

BOMB THREAT

IF YOU RECEIVE A BOMB THREAT

1. **Get as much information as possible from the person**
2. Keep the caller on the line as long as possible and write down every spoken word, including background noises. Note the accent of the caller's voice. Try to get the caller to give you his name. The caller may seem hostile or uncooperative, but continue to try to get as much information as possible.
3. Ask the caller for the location of the explosive device and the time it will go off.
4. Advise the caller that the building is fully occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
5. Ask the caller what type of explosive device is being used. Try to obtain as much information about the device as possible.
6. When the caller hangs up, call the Security Guard Desk at 415-434-4757 and advise them of the situation. They will contact the police. If you are unable to reach Security, call the San Francisco Police Department at **415-553-0123** and advise them of the situation.
7. Check your immediate area for suspicious packages or objects, but do not touch suspected items. Inform security of anything you find.
8. If security orders evacuation of your floor, listen for and follow their instructions carefully.

Do not use the elevators. Use the stairs.

BOMB THREAT CHECKLIST

- Keep the person talking.
- Note the date and time the call is received.
- Write down exact words used by caller.

Ask:

When is the bomb going off?
Where is the bomb?
What kind of bomb is it?
What does the bomb look like?
Why did you place the bomb?
Do you represent an organization?

Note:

Caller's GENDER – male or female?
MANNER – Calm - Angry - Rational - Deliberate - Irrational - Emotional - Nervous - Righteous -Laughing
VOICE – Loud Raspy Intoxicated Soft Deep Pleasant Accent
SPEECH – Fast Distinct Stuttered Slurred Slow Nasal
Background noises?