

Bomb Threats

. A reason for making a bomb threat is to cause alarm, panic and to get a response. These callers feel powerful when they can cause a business to close down, costing the employer money and forcing employees to leave the workplace.

The more specific the information about the device, the more likely there really is one.

One other reason for a bomb threat is the prank call. Whatever the reason for the bomb threat, all threats must be taken seriously. Threats must be documented either on a **bomb threat response card** or, if the threat is written, the materials must be handled as little as possible and saved for police investigation.

What are my responsibilities?

Completing the appropriate form by asking all questions.

Keep the caller on the telephone line while obtaining as much information as possible.

Doing exactly what the offender commands, including:

Repeating the commands back to the offender if you can;

Telling the offender, "I'll do exactly what you tell me to do";

Not making any comments that threaten the offender;

Suggesting that the Unit Security Officer should talk with the caller;

Remembering that no employee is to act in any way that might endanger his/her safety, or the safety of another person.

Remaining the only person talking with the caller but having another employee monitor the call, and each employee is responsible for completing the appropriate form;

After receiving the initial message, ask the caller to repeat the message for clarity;

