

BOMB, ARSON AND OTHER THREATS

TELEPHONE BOMB THREAT

If you receive a threat over the telephone or through verbal communication, take the following actions:

- Stay calm. Pay close attention to the details. Have a co-worker or another person call 911.
- Try to keep the caller on the line for as long as possible and write down every word.
- Get as much information about the caller as possible, including: gender, age, vocal characteristics, accent, etc.
- Listen for any background noises such as voices, music, factory or office machinery, animal noises, PA system, traffic, or anything else that would help determine the origin of the call.

Ask the following questions about the caller:

- Who are you?
- Why are you doing this?
- When will this happen?
- Who else have you told?
- What is your organization?
- Where are you calling from?

Ask the following questions about the bomb:

- When is the bomb going to explode?
- Where is it or where is it going to be placed?
- What type of bomb is it?
- What does the bomb look like?
- What will cause the bomb to explode?
- Did you place the bomb?

TELEPHONE ARSON THREAT

- Where are you going to do this?
- How are you going to do this?
- What are you going to use to light the fire?

(continued)

CHEMICAL, BIOLOGICAL, OR OTHER HAZARDOUS MATERIALS RELEASE

- What kind of material is it?
- Is it flammable?
- Is it toxic or poisonous?
- Is it a gas, liquid, powder or solid?
- How are you going to distribute it?
- What does it look like?
- What are you going to deliver it in?

Evacuate the building upon instructions from properly identified emergency personnel.

SUSPICIOUS PACKAGE

Indicators:

- Strange Odor.
- Oily stains, discolorations, crystallization on wrapper.
- Protruding wires.
- No return address.
- Misspelled words, incorrect title or addressed to title only.
- Excessive postage.
- Excessive tape.

If You Receive A Suspicious Letter or Package:

- Do not handle the package.
- Isolate it immediately.
- Do not open, smell or taste.
- Move away and dial 911.

If You Have Opened A Suspicious Package or Letter:

- Leave the package or envelope in place and move away slowly.
- Leave the room slowly, notifying others to leave the room also.
- Wash your hands and face. Separate those who have been exposed or contaminated.
- Close all doors behind you as you exit the building or area.
- Notify others in the building to evacuate.
- Do not operate any power switches. Do not activate the fire alarm.
- Do not allow re-entry into the area where the package or letter is located.
- Follow instructions you receive from emergency responders or other recognized authorities.