

Annex C: Bomb Threat Guidance

This document can be customized to your own facility/agency needs

Purpose: The purpose of this policy is to inform staff of action to be taken in the event of a bomb threat.

Upon receipt of a bomb threat, it is impossible to know if it is real or a hoax. Therefore, bomb threats and bomb scares must be treated as real for the safety of residents and employees.

Procedure: If you receive a bomb threat over the phone, follow these procedures:

1. Keep the caller on the line as long as possible.
2. Ask the caller to repeat the message.
3. Ask the caller his/her name.
4. Ask the caller where the bomb is located.
5. Record every word spoken by the person making the call.
6. Record time call was received and terminated.
7. Inform the caller that the building is occupied, and the detonation of a bomb could result in death or serious injury to many innocent people.
8. Complete the bomb threat form, attached, to record the caller's characteristics.

If possible, during the call, try to notify the administrator/director or the designated person in charge immediately. They shall:

1. Call the Police department at 9-1-1.
2. Call the administrator/director if not present.
3. Organize staff to evacuate residents upon police or administrative order.

Once the Police have arrived:

- Keys shall be available so that searchers can inspect all rooms. Employee lockers will be searched. If padlocked, padlock will be cut off.
- The administrator/director or designee shall remain with the Search Commander during the entire search to provide assistance and counsel during the search.
- If a suspected bomb is located within the building, law enforcement officials have the jurisdiction for the investigation.

DHS Website Bomb Threat Checklist-print off for your facility.

[Bomb Threat Checklist | CISA \(https://www.cisa.gov/resources-tools/resources/bomb-threat-checklist\)](https://www.cisa.gov/resources-tools/resources/bomb-threat-checklist)