

BOMB THREAT RESPONSE PLAN

Purpose: To provide guidelines for action during and after a bomb threat is received.

Any person receiving a bomb threat will attempt to obtain as much information about the threat as possible. It is important for person receiving bomb threats to accurately and completely relay any information about the threat.

Dispatch Data:

Time and date the Call was Received? _____

Questions to ask:

- ___ 1. Obtain location of call? (From caller ID, If possible callers phone number)
- ___ 2. Where in the building is the bomb located?
- ___ 3. When is the bomb supposed to explode?
- ___ 4. How is it planted/placed? Is someone carrying it?
- ___ 5. What does the bomb look like?
- ___ 6. What kind of bomb is it?
- ___ 7. What will cause the bomb to explode?
- ___ 8. Why did you plant the bomb?
- ___ 9. What is your name?

Description of Caller's Voice:

- ___ 1. Male / Female
- ___ 2. Young / Middle / Old Age
- ___ 3. Tone of Voice: Excited / Calm / High /Low Pitched
- ___ 4. Manner of Speech: Clear / Muffled
- ___ 5. Accented / Lisp
- ___ 6. Is the voice Familiar? If so, who did it sound like?

Background Noise:

- ___ 1. Music / Traffic
- ___ 2. Other: _____

Time call ended? _____

Dispatcher's Response

- ___ 1. Notify Officer(s) on duty and advise him/her of the situation.
- ___ 2. Remind the officer to turn off his/her radio while inside of the building because the radio frequencies can trigger the bomb to detonate.
- ___ 3. Call Riverside Police Department dispatch at 9-787-7911.
- ___ 4. Call the SOC and the Chief.
- ___ 5. Call both Physical Plant (on-call worker if after business hours) and the Safety Director.
- ___ 6. Direct all media to speak with the Director of Public Relations.
- ___ 7. Log an incident report number.

Officer's Response

Evacuation

- ___ 1. Respond to the scene immediately.
- ___ 2. All radios and all source of two way communication must be turned off once entering the building.
- ___ 3. Attempt to evacuate building by floor level and check for a suspicious device. (Do not initiate the evacuation in a manner that would cause panic.)
- ___ 4. Move cautiously in area: don't move, jostle, or toss anything.
- ___ 5. Direct people to move away from building into Emergency Assembly Areas or any other designated area.
- ___ 6. When attempting to evacuate a large or crowded building, pull the fire alarm.
- ___ 7. If you come across a suspicious package do not touch it or go near it. (Remember the objects location and report it to RPD.)
- ___ 8. Provide all information gathered to dispatch and officer-in-charge.
- ___ 9. Do not allow re-entry to the building being evacuated. (The Safety Coordinators for each building should be assisting with this process.)
- ___ 10. Once evacuation has been completed exit the building and let a RPD take care of the situation.
- ___ 11. Re-entry to the building should not occur until RPD authorize re-entry.
- ___ 12. Do an incident report.

Dispatchers should relay the bomb threat using the following example:

“My name is _____ from La Sierra University Security Department. At approximately _____ (time) we received a bomb threat to _____ building(s). Our available officer(s) are attempting to evacuate the building(s). We have notified Emergency services and they are on their way to assist us. We have also notified the following people of the situation: _____. They have also been notified that all information should remain confidential and that any communication with the media should be done through the University's Public Relations Director.”