

**DIRECTORATE OF COMMUNITY  
AND FAMILY ACTIVITIES (DCFA)**

**Standard Operating Procedures (SOP)**

**BOMB THREAT  
30 JANUARY 2004**

**1. GENERAL:** Two categories of bomb threats exist: A warning of real danger; or a deception designed to create panic, harassment, embarrassment, or a disruption of normal activity. Although only a small percentage of these threats materialize, all bomb threats must be treated as if the threat is real and evacuation will be mandatory. Appropriate planning and training can alleviate the anxiety, indecisiveness, and panic that can result from a bomb threat. A well-formulated plan of action will enable management and key personnel to take decisive and effective action in the event of an emergency.

**2. PROCEDURES:** Bomb threats may be received by telephone, written message, or verbally by a person who possesses knowledge of the threat. Any threat can be considered genuine or false. However, to preclude the possibility of bodily injury or damage to government property, anyone receiving such communication must assume that the threat is genuine.

**The following procedures will apply upon receipt:**

- a) Be calm, courteous, listen, and do not interrupt the caller. DO NOT HANG UP THE TELEPHONE. Attempt to keep the caller on the telephone in order to obtain as much information as possible.
- b) Record in writing the entire message provided by the caller.
- c) Attempt to determine the location of the bomb, type of device, description of the device, and the expected time of detonation.
- d) Attempt to determine the sex, approximate age, and attitude of the caller, specifically any reasons or motives for their actions in placing the bomb/explosive device.
- e) Note any background noises (traffic, train, planes, music, etc.) which may provide an indication of the caller's location.
- f) If time permits, ask the caller for his/her name. In some cases, the caller may unthinkingly reply.
- g) Notify the Military Police Desk Sergeant at 2238/2239. The manager or shift supervisor should make the determination to evacuate the building.
- h) Factors to be utilized in making the decision to evacuate:
  - 1) If the caller provides the information about the bomb, its location, reason for the attack, and the time the bomb is scheduled to detonate, it is likely to be an actual explosive device. This type of threat is referred to as a **specific threat** and is used by terrorist groups.

2) If the caller states that a bomb has been placed and provides no additional information, this type of threat is called **nonspecific**.

3) Neither type of threat should be disregarded or taken lightly without careful assessment. The evaluator of the bomb threat should consider the following two reasons that the threat is usually made:

- a) To disrupt normal activity
- b) An actual explosive device has been placed and the caller wants to minimize injury or deaths.

4) **Other considerations include:**

a) A determination as to whether or not the threat is another in a series of recent threats.

b) Is the threat the result of other recent threats or an actual bombing incident.

i) Procedures to be followed if evacuation is not deemed appropriate:

- 1) Report the threat to the Military Police.
- 2) A search will be conducted by designated individuals who occupy the building and are familiar with the area and its contents.
- 3) If a bomb is found, at that time the building will be evacuated.

j) **Evacuation Procedures:**

- 1) Upon notification of a impending bomb threat, all personnel assigned to the activity involved will immediately prepare to evacuate the building through the emergency exit doors.
- 2) When evacuating the building or area, the occupants will apply the following guidelines:

- a) Areas through which evacuation will proceed should be searched and cleared before evacuation.
- b) Should a suspected bomb be located in these areas, the evacuation should be routed around these areas.
- c) Report the location to Military Police.
- d) When the building is evacuated, the occupants should move as a minimum, 300ft from the building. The parking lot across from Bldg 82 is the designated meeting place for all staff members.
- e) All doors should be left open to reduce the shock effects of the explosion.

f) When evacuation is complete the occupants should not reenter the building until it is certain all danger is clear.

**BOMB THREAT REPORT FORM**

**INSTRUCTIONS:** Be calm, courteous, listen, and do not interrupt the caller. Notify supervisor/security officer by prearranged signal while caller is on the line.

**Date** \_\_\_\_\_ **Time** \_\_\_\_\_

**Exact words of person placing call**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Questions to ask:**

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb right now? \_\_\_\_\_
3. What kind of bomb is it? \_\_\_\_\_
4. What does it look like? \_\_\_\_\_
5. Why did you place the bomb? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**TRY TO DETERMINE THE FOLLOWING (CIRCLE APPROPRIATE)**

**Callers identity:**      Male      Female      Adult      Juvenile  
**Age:** \_\_\_\_\_ years

**Voice:** Loud      Soft      High pitch      Deep      Raspy  
Pleasant      Intoxicated      Other \_\_\_\_\_

**Accent:** Local      Not Local      Foreign      Region

**Speech:** Fast      Slow      Distinct      Distorted      Stutter  
Nasal      Slurred      Lisp

**Language:** Excellent      Good      Fair      Poor      Foul  
Other \_\_\_\_\_

**Manner:** Calm      Angry      Rational      Irrational      Coherent  
Incoherent      Deliberate      Emotional  
                         Righteous      Laughing      Intoxicated

**Background Noise(s):** Office Machines      Factory Machines      Bedlam  
Trains      Animals      Music  
   Quiet      Voices      Mixed  
Airplanes      Street Traffic      Party Atmosphere

**Additional Information:** \_\_\_\_\_  
\_\_\_\_\_

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**ACTION TO TAKE IMMEDIATELY AFTER CALL:** Notify your supervisor/security officer as instructed. Talk to no one other than instructed by your supervisor/security officer.

Military Police Desk 2238/2239

\_\_\_\_\_  
Receiving telephone number  
Person receiving call