# AP 10A – Bomb Threat (Telephone/In Person)

**Action Plan Summary**

This Action Plan applies to the receipt of a bomb threat via telephone or in person. It is important to develop this plan in counsel with the local police and the local fire department services

**INITIATION AND NOTIFICATION**

Initiate this AP as soon as the bomb threat is received

As soon as possible, notify:

• 911

• [WUERM]

The WUERM should then notify others as appropriate. Examples include:

• Local Fire Department

• FBI

• ATF

Notification phone numbers can be obtained from the Organization Contact List in the Appendices as well as from Section III.D of the ERP.

**EQUIPMENT IDENTIFIED**

This equipment is available to assist in the execution of this Action Plan.

|  |  |
| --- | --- |
| **Equipment:** | **[Insert Name of Equipment]** |
| **Location:** | **[Insert Location of Equipment]** |

**SPECIFIC ACTIVITIES**

**I. Assess the Problem:**

As a rule, all bomb threats should be considered credible until proven otherwise.

Due to the diversity of facilities, each utility is encouraged to undertake an audit of their own facilities and consult with local emergency services such as fire and police while creating their evacuation plan. If it is not possible during the creation, then certainly consult before instituting the plan.

**II. Isolate and Fix the Problem Threat received via Telephone:**

1. Remain Calm

2. If possible, record the message

3. Fill out Bomb Threat Checklist while performing the following:

a. Listen

b. Be Calm and Courteous

c. Keep the caller on the line as long as possible

d. Ask him/her to repeat the message

e. Record every word spoken by the person

f. Do not speak to anyone unless directed to do so

g. WHEN caller hangs up, THEN implement [UTILITY ABBREVIATION] policy to either hang up or not hang up the phone.

4. Notify the [WUERM] if not already done

5. Call the local police (911 or the emergency number for your area) and report the threat immediately.

6. Implement the [UTILITY ABBREVIATION] policy on searching for the bomb.

7. Implement the [UTILITY ABBREVIATION] policy evacuation.

8. IF evacuating building, THEN Take the Bomb Threat Checklist with you.

9. Make a quick visual sweep of your area for any unusual items and proceed to a designated gathering area sufficiently located away from the building.

10. Direct any media questions to the [Information Officer], [IO].

If a bomb is found note:

• Exact location of the object

• Size of object

• Type of container or wrappings and marking on package

• Any sound coming from object

Threat received in person:

1. Cooperate with the individual or group

2. Try to get the attention of a co-worker.

3. Co-workers call 911

4. Co-worker call [WUERM]

5. Create a description of the adversary using a Suspect Description Form. See ERP Appendix Section VIII

6. Direct any media questions to the [Information Officer], [IO]. It is always desirable that more than one person listens in on the call. To do this, have a pre-established signaling system in place to engage another listener if possible.

Not hanging up the phone may be useful to law enforcement authorities in tracing the call. Hanging up and dialing \*57 (where available) may allow a trace of the call. Consult with [UTILITY ABBREVIATION] management and local law enforcement.

Develop a plan for conducting a bomb search. Establish time considerations in the plan commensurate with utility size and resources. For example, if time until detonation is less than ½ hour, immediate evacuation may be advisable. If greater than ½ hour a search should be conducted. Consult with the local police, local fire department, or other local authority to determine who will conduct the search. In most cases, because of their familiarity with the facility, the search is best conducted by utility personnel, however this requires that they be trained properly in search techniques. The police or fire department may be available to assist in the training or be able to provide advice as to who can provide the training.

Let the trained bomb technician determine what is or is not a bomb.

Note that a bomber wishing to cause personal injuries could place a bomb near an exit normally used to evacuate and then call in the threat.

**III. Monitoring:**

During a search of the building, rapid two-way communication is essential.

1. Use existing installed telephones.

2. Alert medical personnel to stand by in the event of an accident caused by the explosion of the devise.

3. Alert fire department to stand by.

In event of an explosion:

1. Get out of the building as quickly as calmly as possible.

2. IF items are falling from bookshelves or the ceiling, THEN get under a sturdy table or desk until the situation has stabilized enough for your safe passage.

3. Ensure your own safety before trying to help others. Do not use radios or other wireless devices during a search. The radio transmission energy can cause premature detonation of an electric initiator (blasting cap)

**IV. Recovery and Return to Safety:**

IF evacuated, THEN do not return to the building until it is determined safe by appropriate authorities

**V. Report of Findings**

Debrief after every bomb threat response to improve procedures.

The Utility [Security Director] should file an internal report for the Utility’s files and also provide information as requested to Local Law Enforcement and other outside agencies.

**VI. AP 10A Revision Dates:**

**[Insert Dates of Revision of Action Plan 10A]**