

BOMB THREAT PLAN

702

I. PURPOSE

To protect the safety of employees, visitors, contractors and property following a predetermined contingency plan for handling bomb threats.

II. PROCEDURE

A. Anyone receiving a Bomb Threat by telephone should obtain as much information as possible. Ask specific questions: When? Where? What? - follow the outline on the "Bomb Threat Call" checklist (Appendix A). Log exact words of caller. **REMAIN CALM!**

1. If the call is received at the Office, follow Bomb Threat Post Orders.
2. If the call is received on a jobsite, the employee shall immediately dial **911** to report the emergency.
3. Following the receipt of call, immediately notify Management

Management will assume the role of Emergency Coordinator.

B. Management will contact 911 Emergency Services per Bomb Threat post order protocol.

III ORGANIZATION:

A. Management will notify each Supervisor / Foreman to assemble key employees that will be utilized to coordinate organization.

B. Management will establish a Command Post. A secondary safe Command Post shall also be established.

C. Management will direct all activities from this post. All incoming and outgoing communication shall be made through this post.

IV DECISION:

A. There are **TWO** logical explanations for calling, or making, a bomb threat:

1. The caller has definite knowledge, or believes, that an explosive, or incendiary bomb, has been, or will be placed. He or she wants to minimize personal injury or property damage. The caller may be the person who placed the device or someone who has become aware of such information.

2. The caller wants to create an atmosphere of anxiety and panic which will, in turn, result in a disruption of the normal activities at the location where the device is purportedly placed.
- B. Based on the available information and after assessing the nature of the threat, the decision to continue business or to evacuate must be made. There will then be three choices regarding a search:
 1. Immediate partial or full evacuation of the location / building(s), jobsites without prior search; or
 2. Search by trained personnel (e.g. Law Enforcement, or designated staff) before or after evacuation; or
 3. Search by all staff before any evacuation.
 - C. If the content of the threat warrants initiating a bomb search, follow the procedures outlined by trained Emergency Personnel.
 - D. If the content of the threat warrants immediate evacuation, follow the procedures outlined in paragraph VI EVACUATION.

V BOMB SEARCH

Emergency Coordinator will initiate Bomb Search.

- A. All Contractor work shall cease. All contractors and contractor vehicles shall be directed to immediately report to the Command Post to sign-out and leave company properties.
- B. All outgoing traffic shall be directed to immediately report to the Command Post to sign-out and leave company properties.
- C. The Emergency Coordinator shall contact and notify the Command Post to hold all incoming traffic other than Emergency Vehicles.
- D. The Emergency Coordinator will designate the employees who have active roles in the post order activities in maintaining operations of equipment, bomb search efforts, and those who requests to leave the company properties.
- E. Initiate Bomb Search in each area per specific bomb search post orders. **CAUTION: This is a Bomb Search Only. Do Not Touch suspicious article(s).** (Refer to Appendix B - What To Look For When Searching Your Work Area For a Bomb.)
- F. The Emergency Coordinator shall consider the access and availability to the canine bomb team. Early activation of K9 Team shall be considered as available time may be an issue. (Note: the K9 Team will not search ½ hour

prior and ½ hour following the deadline.)

G. Emergency Coordinator will give instructions to evacuate via personal contact.

VI EVACUATION

The Emergency Coordinator will be responsible for assessing the threat and making a determination of the need to evacuate.

VII PUBLICITY

A. Experience has shown that publicity frequently encourages additional bomb threat hoaxes; consequently, personnel should be requested to refrain from discussing any bomb threat. Information will be provided to those individuals who have a "need to know". A representative from Management or their designee will be responsible for handling questions from the media.

B. Emergency Services will be responsible for the protection of the general population.

APPENDIX A
BOMB THREAT CHECKLIST

After completing this form, notify Management. DO NOT relay this information to anyone else unless instructed to.

Questions to ask:

1. When is the bomb going to explode? _____

2. Where is the bomb located? _____

3. What does it look like? _____

4. What kind of bomb is it? _____

5. What will cause it to explode? _____

6. Did you place the bomb? _____

7. Why? _____

8. What is your address? _____

9. What is your name? _____

Exact wording of the threat: _____

_____ (over)

Sex of caller: Male _____ Female _____ Age _____ Length of call _____

Number at which call was received: _____ Time _____ Date _____

Caller's voice: ___ Calm ___ Angry ___ Excited ___ Slow ___ Rapid ___ Soft
___ Loud ___ Laughter ___ Nasal ___ Stutter ___ Lisp ___ Raspy ___ Ragged
___ Deep ___ Clearing Throat ___ Deep Breathing ___ Crying ___ Normal
___ Distinct ___ Slurred ___ Cracking voice ___ Disguised ___ Accent ___ Familiar

If voice is familiar, who did it sound like? _____

Background noises: ___ Street Noise ___ Chaos ___ Voices ___ PA System
___ Music ___ House Noises ___ Motor (car, train, boat, plane) ___ Clear ___ Local
___ Factory Noise ___ Animal Noises ___ Static ___ Long Distance ___ Cell Phone

Threat language: ___ Well Spoken ___ Incoherent ___ Foul ___ Irrational
___ Message read by threat maker

Remarks _____

Report call to Management immediately. Management will activate the Bomb Threat post order protocol.

Date: _____ Time contact was made: _____

Names of people contacted: _____

APPENDIX B

WHAT TO LOOK FOR WHEN SEARCHING FOR A BOMB

- A. Bombs can look like almost anything and can be placed or delivered in any number of ways. The probability of finding a bomb that looks like the stereotypical bomb is almost nonexistent. The only common denominator that exists among bombs is that they are designed, or intended, to explode.
- B. Most bombs are homemade and are limited in their design only by the imagination of, and resources available to, the bomber. Remember, when searching for a bomb, suspect anything that looks unusual – let the trained bomb technician determine what is or is not a bomb.
- C. All personnel should be alert for suspicious objects that do not appear to belong in the area where observed. “Good housekeeping is good security” and employees should establish a curiosity of strange objects in their work area. Any such suspicious item observed should not be touched and the Emergency Coordinator should be notified immediately. **DO NOT TOUCH SUSPICIOUS ARTICLES.**
- D. What to look for when searching your immediate work area:
 - 1. Something that should not be there
 - 2. Signs of forced entry in the area
 - 3. Object similar to description from bomb threat
 - 4. Object or package is suspicious in:
 - a. size
 - b. shape
 - c. labeling
 - d. location
 - e. volume
 - 5. Presence of tape, wire, or explosive wrappings
 - 6. Signs of tampering with electrical installations
 - 7. **DO NOT** touch the suspicious object or package.