

BOMB THREAT

A. EMERGENCY ACTIONS

When a bomb threat is received by phone:

- Try to get as much information as possible about the location and description of the bomb.
- Use the BOMB THREAT CHECKLIST (see section C) to record all information.
- Stay on the line as long as the caller continues to provide useful information.
- Relay information gathered.

REFER ALSO TO OCS POLICY 628.8

DO NOT USE CELLULAR PHONES OR RADIO.

BEAMS CAN CAUSE DETONATION OF ELECTRIC BLASTING CAPS.

CALL 911.

NOTIFY THE PASTOR(S).

NOTIFY THE OFFICE OF CATHOLIC SCHOOLS.

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B. EMERGENCY ACTIONS

If you find an item you suspect is a bomb, **DO NOT TOUCH OR DISTURB THE ITEM.**

CALL 911.

NOTIFY THE PASTOR(S).

NOTIFY THE OFFICE OF CATHOLIC SCHOOLS.

C. BOMB THREAT CHECKLIST

Use this form to record all information if you receive a bomb threat call.

BE CALM. BE COURTEOUS. LISTEN. DO NOT INTERRUPT. RECORD EXACT WORDS OF CALLER.

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 it?
6. Where are you calling from?

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DOES THE CALLER'S VOICE INDICATE ANY OF THE FOLLOWING:

male	angry	well-spoken
adult	slow	irrational
accent	soft	calm
incoherent	female	excited
foul	juvenile	raspy
disguised	cracking voice	deep
loud	nasal	high
laughter	crying	familiar
normal	rapid	taped
slurred		clearing throat
speech impediment		
message read by threat maker		
unusual breathing		

ARE THE BACKGROUND NOISES:

street noises	dishes	voices
house noises	animal noises	factory machines
long distance	PA system	on or off campus
aircraft	music	quiet
static	office machines	motors

IF THE VOICE SOUNDED FAMILIAR, WHO DID IT SOUND LIKE?

DID THE CALLER INDICATE KNOWLEDGE OF YOUR SCHOOL?

IF YES, PLEASE EXPLAIN.

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D. RECORD:

- The name of your school.
- The phone number that you are calling from.
- The date received.
- The time the call ended.

⇒ **TAKE THIS CHECKLIST WITH YOU AS YOU EVACUATE THE BUILDING.**

CALL 911.

NOTIFY THE PASTOR(S).

NOTIFY THE OFFICE OF
CATHOLIC SCHOOLS.

E. E-MAIL THREATS

When a bomb threat is received by e-mail, the person accessing the threat should:

- Save the message on the system. DO NOT delete the item.
- Print copies of the message to be turned over to the police.