



# Hazard #15 & Hazard #16 Bomb Threat & Terrorism



Employees will be trained using the “Bomb-Threat Checklist” indicating actions to take upon receipt of bomb threat and response procedures.

A “Bomb-Threat Checklist” form (see attached document) will be utilized in the event of a bomb threat.

Employees should receive awareness training on the topic of bomb threats and extortion. Higher risk areas, such as data processing facilities, utility and storage rooms, loading docks, or parking structures, should be reasonably secured using adequate lock and key, access control, alarm, lighting and surveillance systems, and guard applications.

The local law enforcement and fire officials should be consulted, when indicated.

A crisis management team should be designated.



## Bomb Threat Response

If a bomb threat is received, get as much information from the caller as possible.

Take good notes when talking to the person on the telephone. Keep the caller on the line, and write down everything that is said.

Be aware of background noise, special voice characteristics, music, machinery, or other sounds.

Call 9-1-1 and building security immediately.

If you receive a bomb threat, do not touch any suspicious packages.

Clear the area around the suspicious package, and notify police immediately.

While evacuating a building, avoid standing in front of windows or other potentially hazardous areas.

Do not block sidewalks or other areas used by emergency officials.

If you find a bomb, do not touch it or attempt to move it. Call for help and evacuate the area immediately.

## Bomb Threat Recovery

Every bomb threat should be investigated to determine who conducted the bomb threat and take appropriate action.

Encourage staff to tell you of any knowledge they may have including who made the threat, and then report it to the police.

Support services for staff and clients should be provided after a bomb threat.

## Homeland Security Advisory System

### Severe:

Severe risk of terrorist attacks.

**Red:** The state may restrict transportation and access to critical locations.

You must adhere to the restrictions announced by authorities and prepare to evacuate if instructed.

Stay alert for emergency messages.



### High:

High risk of terrorist attacks.

**Orange:** The state may activate Emergency Operations Centers and begin to restrict access to some critical locations.

You should review your emergency communications plan with your family and monitor the news for further information and instructions.

### Elevated:

Significant risk of terrorist attacks.

**Yellow:** The state will increase surveillance at critical locations, such as in power plants and tunnels.

You should develop alternative routes for travel between work, home, and school. Prepare to assist the elderly or those with special needs.

### Guarded:

General risk of terrorist attacks.

**Blue:** The state will put key emergency response personnel on stand-by and provide information to the public as needed.

You should be alert for and report any suspicious activity to the proper authorities. Review your emergency kit and replace outdated items.

### Low:

Low risk of terrorist attacks.

**Green:** The state will continue to develop and refine emergency response plans and conduct training exercises.

You should develop an emergency communications plan and stock an emergency kit.

### Chemical Threats:

Chemical terrorism involves the deliberate or threatened release of agents in the form of poisonous vapors, aerosols, liquids, or solids that have toxic effects on people, animals, or plants.

Chemical weapons may be developed specifically as weapons of mass destruction or they may be common agricultural or industrial chemicals.

They can be released by bombs, sprayed from aircraft, boats, vehicles, or used as a liquid to create a hazard.

They can have an immediate effect – a few seconds to minutes – or a delayed effect – several hours to several days.

In case of a chemical attack, authorities will advise you of the best course of action. You may need to evacuate the area immediately to seek shelter at a designated location, or shelter in place.

### If you are instructed to shelter-in-place:

Close all doors that lead to the outside

Turn off all ventilation including furnaces and air conditioners, vents, and fans.

Seek shelter in an internal room, preferably without windows. Seal the room with duct tape and plastic sheeting.

Remain in protected area and be sure to take your battery-operated radio with you.

### If you are caught in an unprotected area:

Attempt to get upwind of the contaminated area.

Attempt to find shelter as quickly as possible.

Listen to your radio for official instructions.

