

SEMD-SD-EO-302-Suspicious Letters/Packages and Bomb Threats

1. Purpose

The purpose of this procedure is to provide instructions and information in support of emergency response personnel in the preservation of life, prevention of injury and protection of facilities. In the event emergency response personnel discover, or are notified of a suspicious letter or package, which may contain an explosive device or are informed of a possible or credible bomb threat at Fermilab.

2. Scope

This procedure applies to all Security Department personnel who are required and those that volunteer to respond for the purpose of bomb searches or other mitigating actions during a suspicious package investigation.

3. Applicability

This policy applies to all uniformed members of the Fermilab Security Department, full-time and part-time employed by Fermi Research Alliance (FRA) for Security Services

4. Effective Date and Date Reviewed/Updated

This policy went into effect on July 22, 1996 and its update was effective on February 1, 2024.

5. Policy

All bomb threat situations shall be treated as valid. No bomb threat shall be taken lightly or ignored. However, according to postal inspectors, if a parcel has already gone through the mail, it may be considered safe to handle unopened. The emergency response groups at the scene shall work under the direction of the Incident Commander. The event should be classified as an Operational Emergency in accordance with appropriate criteria. This procedure supplements the Comprehensive Emergency Management Plan (CEMP), which contains site-wide plans and is oriented towards minimizing possible loss of life and property damage. The Fermilab Emergency Response Plan reflects a baseline approach to the management of incidents. While not every conceivable unexpected situation is analyzed and not every response is pre-planned, a structure is provided to enable trained and experienced individuals to function effectively and efficiently to mitigate problems.

a. Suspicious Letter/Package Security Department Responsibilities:

1. For characteristic identifiers of suspicious letters or packages, reference Attachment 1, Suspicious Mail.

2. If a letter or package is suspected of being a bomb:

a. DO NOT TOUCH AND/OR DISTURB THE OBJECT.

b. DO NOT USE A RADIO TRANSMITTER NEAR THE OBJECT.
TURN RADIO OFF.

c. ISOLATE THE SUSPICIOUS LOOKING ARTICLE BY QUARANTINE, DO NOT MOVE THE OBJECT!

d. EVACUATE PERSONNEL FROM THE IMMEDIATE AREA AND RESTRICT ACCESS, IF NECESSARY.

3. For specific actions to be taken to remove a suspicious letter/package, reference Attachment 1.

4. The Incident Commander shall notify a bomb disposal unit to respond if a suspicious letter/package is deemed to be an explosive or incendiary device.

5. The Incident Commander shall initiate notification to the EOC Manager.

6. An FBI Incident Report shall be completed and distributed for all bomb-related incidents. (See Attachment 3)

NOTE: The Security Operations Center Emergency Operator/Dispatcher may receive threats either directly or as a third-party report. The call may be received on any phone line, fax, or mail.

b. Receipt and Response to a Bomb Threat:

1. If a threat is received by fax or mail, the Security Operations Center Emergency Operator/Dispatcher shall preserve the document, minimize handling, and notify Security by the quickest secure communication available.
2. Once a document is recognized as a bomb threat, further unnecessary handling should be avoided. Written threats should be sealed in proper evidence packet; saving all materials, including any envelope or container. Every possible effort must be made to retain evidence such as fingerprints, handwriting or typewriting, paper and postal markings, which are essential to tracing the threat and identifying the sender.
3. If the threat is received directly by the Security Operations Center Emergency Operator/Dispatcher by phone; they shall use the Bomb Threat Checklist Form, (See Attachment 4) Receiving and Disseminating Reports of Abnormal Incidents and gather the necessary information.
4. The Security Operations Center Emergency Operator/Dispatcher shall not interrupt the caller except to ask the questions listed on the Bomb Threat Checklist. Pay attention to peculiar background noises such as motors running, type of music, and other sounds, which may give a clue as to the location of the caller.
5. If the warning is not actually a bomb threat, the questions can be paraphrased to gather intended information.
6. As soon as the basic information is gathered, an attempt shall be made to transfer the caller to a recorded phone line.

7. The Security Operations Center Emergency Operator/Dispatcher shall notify Security by the quickest secure communication available.
8. If the Security Operations Center Emergency Operator/Dispatcher receives the threat by phone from a third party, transfer the caller to a recorded line.
9. Attempt to acquire a callback number from the party reporting the threat.

c. Response to Bomb Threat in Building or Facility

1. When notified of a bomb threat, the Incident Commander shall initiate activation of the Emergency Response Plan.
2. The Incident Commander shall notify the EOC Manager for concurrence of the plan of action to be taken such as evacuation and notify appropriate law enforcement agency.
3. If the decision is to evacuate, notification shall be given to the building occupants. The signal for evacuating the building in the event of a bomb threat should not be the same as that for a fire.

In the bomb threat, where possible, all doors and windows should be opened to permit the blast wave to escape in the event of explosion.

Evacuation routes should be pre-determined if a suspicious package is found so as to lead people away from the device.

4. Give instructions to perform a rapid occupant search of their immediate workstations and carry all personal items such as purses, briefcases, lunch containers and loose clothing with them to the building's exterior.

5. In the event the threat is stated to be on a known floor of a multiple-floor building, personnel on the known floor and the immediate two floors above and below should be the first areas evacuated before the remainder of the building occupants.
6. The Incident Commander shall control access to the danger zone and establish an Incident Command Post a minimum of 300 feet away, notify appropriate law enforcement agency.

d. Media and Press Protocol

The media and press representatives shall be permitted to film, gather information or interview Fermilab staff only with the approval of the Director, Office of Communication.

1. The Security Department representatives are to protect the privacy of all staff as well as the confidentiality of information. This shall be accomplished with consideration for presenting a positive image of Fermilab at all times.
2. The media/press person shall be instructed and asked to wait at the designated staging area to meet representatives from the Office of Communication.
3. At no time shall Security Officers release any information to media representatives. All inquiries shall be directed to the Office of Communication.

6. Definitions

Bomb - is defined as an explosive and/or incendiary device fused to detonate under specified conditions.

Bomb Threat - Oral or written notification, (no package in hand) of an explosive device placed somewhere on Fermilab property.

Fermilab Security Supervisor – The Fermilab Security Department staff member who is on-duty or on-call.

May – The use of the word “may” indicate an optional action.

Shall – The use of the word “shall” indicate a required action.

Should – The use of the word “should” indicate a recommended action.

Suspicious Letter/Package - An item that may or may not be associated with a specific location and could or could not exhibit specific letter/parcel bomb recognition indicators.

7. Responsibilities

- a. The EOC Manager is responsible for assuming overall command and control of an Operational Emergency related to a credible bomb threat at Fermilab and activating the Emergency Operations Center (EOC). He/she is responsible for implementing the instructions outlined in the Emergency Response Plan (ERP) and the instructions in this procedure.
- b. The Incident Commander is responsible for implementing the instructions outlined in the Comprehensive Emergency Management Plan (CEMP), which include setting up an Incident Command Post at a safe location near the scene, activating Incident Command System (ICS) personnel and implementing this procedure to mitigate the consequences of an abnormal incident related to explosive devices.
- c. The Security Department and Security Operations Center Team are responsible for understanding and implementing this procedure if informed of a suspicious letter, suspicious package, bomb or suspected bomb threat.
- d. The Fermilab Security Supervisor is responsible for assuming the position of Incident Commander during an incident involving a suspicious letter, package or bomb threat. In the event a Security Department Management person is not present on Site, the Security Operations Center Emergency Operator/Dispatcher shall make immediate notification to the on-call Security Supervisor and the Physical Security Manager.

8. Authorities

Comprehensive Emergency Management Plan (CEMP)
DOE O 473.2A Protective Force Operations
DOE O 473.3A Protection Program Operations.
Fermilab Site Security Plan

9. Attachments

- Attachment 1, Suspicious Mail Letter or Mail Package
- Attachment 2, Suspicious Mail or Packages, Visual Aid
- Attachment 3, FBI Incident Report
- Attachment 4, Bomb Threat Checklist

10. Owner

The Physical Security Manager is the owner of this policy.

11. Review Cycle

This policy shall be reviewed annually or more frequently, as needed.

12. Communication Plan

The requirements of this policy shall be communicated by the Physical Security Manager to all Security Department personnel, and periodic training shall be provided. This policy shall be available in the Fermilab Security Department policy database.

Attachment 1**SUSPICIOUS MAIL LETTER OR MAIL PACKAGE, page 1****Precautions**

Letter, pipe, and package bombs are not new, the U. S. Department of Energy (DOE) Explosive Detection Workshop, PFT-109D indicates that the particular form of these explosive devices vary in size, shape and components. They may have electric, non- electric or other sophisticated firing systems. Mail handlers should be alerted to recognize suspicious looking items. Mail should be separated into “Personal” and “Business.”

NOTE: There is generally no accepted or approved standard detection method. However, the following precautions are suggested:

- A. Verify the sender’s address. Is it a familiar one?
- B. Was any correspondence from that particular sender expected?
- C. Do the characteristics of the envelope or package resemble the expected contents?
- D. Ask, if the item is from another country,
 - Was a package expected?
 - Are family and/or friends traveling?
 - Was something purchased from business associates, charitable or religious groups, international organizations, etc., etc.?
- E. Is a package expected?

IDENTIFYING A SUSPICIOUS LETTER/PACKAGE

CAUTION: A mail letter bomb or mail package bomb is designed to detonate when opened.

1. If the mail handler or FNAL Employee receives a letter or package with some or all of the following characteristics, the letter or package should be considered suspect.
 - a. **FOREIGN MAIL, AIR MAIL AND SPECIAL DELIVERY**
 - b. **RESTRICTIVE MARKINGS SUCH AS CONFIDENTIAL, PERSONAL, ETC.**

- c. **EXCESSIVE POSTAGE**
 - d. **HAND-WRITTEN OR POORLY TYPED ADDRESSES**

 - e. **INCORRECT TITLES**

 - f. **TITLES BUT NO NAMES**

 - g. **MISSPELLING OF COMMON NAMES**

 - h. **OILY STAINS OR DISCOLORATION**

 - i. **NO RETURN ADDRESS**

 - j. **EXCESSIVE WEIGHT**

 - k. **RIGID ENVELOPE**

 - l. **LOPSIDED OR UNEVEN ENVELOPE**

 - m. **PROTRUDING WIRE OR TINFOIL**

 - n. **EXCESSIVE SECURING MATERIAL SUCH AS MASKING TAPE, STRING, ETC.**

 - o. **VISUAL DISTRACTIONS**
2. Do not attempt to open the letter or package.
 3. Notify the Security Operations Center on Emergency Telephone X3131.
 4. The Security Operations Center Emergency Operator/Dispatcher shall notify a Security Department Management Representative on Site who should decide whether or not to remove the suspected letter or package from the building.
 5. Security personnel can take the suspect item to a safe area away from employees to conduct a preliminary investigation.
 6. If the parcel was delivered via the U. S. Mail, the Security Operations Center Emergency Operator/Dispatcher may be required to contact the U. S. Postal Inspection Service.

7. If the parcel was delivered via a commercial carrier, such as Federal Express or UPS, the Security Operations Center Emergency Operator/Dispatcher may be required to contact the Bureau of Alcohol, Tobacco and Firearms (ATF).

**Attachment 2
Suspicious Mail or Packages, Visual Aid**

SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom

If you receive a suspicious letter or package:

- Stop. Don't handle.
- Isolate it immediately.
- Don't open, smell, or taste.
- Activate your emergency plan. Notify a supervisor.

The visual aid shows a letter and a package with several warning signs labeled with arrows:

- Restrictive markings:** Points to the word "PERSONAL!" written on the letter.
- No return address:** Points to the absence of a return address on the letter.
- Sealed with tape:** Points to the tape on the letter.
- Misspelled words badly typed or written:** Points to "PHILLADELPHIA" on the letter.
- Unknown powder or suspicious substance:** Points to a red circular stamp on the letter.
- Possibly mailed from a foreign country:** Points to the American flag stamps on the letter.
- Excessive postage:** Points to the multiple stamps on the letter.
- Operations Manager 122 M St. Saville, MO:** Points to a label on the package.
- DO NOT X-RAY TAPE ENCLOSED:** Points to a label on the package.
- Operations Manager 5032 D 1ST Annapolis, MD:** Points to a label on the package.
- Oil stains, discolorations, crystallization on wrapper:** Points to a stain on the package.
- Excessive Tape:** Points to the tape on the package.
- Strange odor:** Points to the package.
- Incorrect title or addressed to title only:** Points to the address label on the package.
- Rigid or bulky:** Points to the package.
- Protruding wires:** Points to wires on the package.
- Lopsided or uneven:** Points to the package.

If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

- Isolate area immediately
- **Call 911**
- Wash your hands with soap and water

Poster 04
August 2006
PSN 7000-07-000-7007

**Attachment 3
FBI Incident Report, page 1**

<h1 style="margin: 0;">INCIDENT REPORT</h1>												
<p>Return To: FBI Bomb Data Center Forensic Science Research and Training Center, Building 12 FBI Academy Quantico, Virginia 22135</p>												
<p>RE: The following information is submitted in connection with (check applicable item):</p> <p> <input type="checkbox"/> Actual or attempted explosive bombing (Complete all items) <input type="checkbox"/> Actual or attempted incendiary bombing (Complete all items) <input type="checkbox"/> Hoax device (Complete items A,B,C,J,K,L,M,N,O,P & S) <input type="checkbox"/> Recovery of device (Complete items A thru F and O thru S) </p>												
<p>A. Occurrence (complete each blank)</p> <p>1. Date _____ 2. Day of week _____ 3. Time (check one)</p> <p>4. Location:</p> <table style="width:100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Office of origin _____</td> <td style="width: 33%;"><input type="checkbox"/> 12:01 am to 6:00 am</td> </tr> <tr> <td><input type="checkbox"/> City of occurrence _____</td> <td><input type="checkbox"/> 6:01 am to noon</td> </tr> <tr> <td><input type="checkbox"/> County of occurrence _____</td> <td><input type="checkbox"/> 12:01 pm to 6:00 pm</td> </tr> <tr> <td><input type="checkbox"/> State of occurrence _____</td> <td><input type="checkbox"/> 6:01 pm to Midnight</td> </tr> <tr> <td><input type="checkbox"/> NCIC agency identifier _____</td> <td></td> </tr> </table>			<input type="checkbox"/> Office of origin _____	<input type="checkbox"/> 12:01 am to 6:00 am	<input type="checkbox"/> City of occurrence _____	<input type="checkbox"/> 6:01 am to noon	<input type="checkbox"/> County of occurrence _____	<input type="checkbox"/> 12:01 pm to 6:00 pm	<input type="checkbox"/> State of occurrence _____	<input type="checkbox"/> 6:01 pm to Midnight	<input type="checkbox"/> NCIC agency identifier _____	
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<input type="checkbox"/> State of occurrence _____	<input type="checkbox"/> 6:01 pm to Midnight											
<input type="checkbox"/> NCIC agency identifier _____												
<p>B. Nature of Incident (check one)</p> <p> <input type="checkbox"/> Actual bombing <input type="checkbox"/> Attempted bombing <input type="checkbox"/> Hoax device <input type="checkbox"/> Recovery of device </p>												
<p>C. Nature of Device</p> <p>1. <input type="checkbox"/> Explosive _____ (number)</p> <p>a. <input type="checkbox"/> Improvised</p> <p>b. <input type="checkbox"/> U.S. Military Ordnance</p> <p> 1. <input type="checkbox"/> Grenade</p> <p> 2. <input type="checkbox"/> Projectile</p> <p> 3. <input type="checkbox"/> Training Simulator</p> <p> 4. <input type="checkbox"/> Other (specify) _____</p> <p>c. <input type="checkbox"/> Foreign Military</p> <p>d. <input type="checkbox"/> Unknown</p>	<p>2. <input type="checkbox"/> Incendiary _____ (number)</p> <p>a. <input type="checkbox"/> Molotov cocktail</p> <p> 1. <input type="checkbox"/> Self-igniting</p> <p> 2. <input type="checkbox"/> Wick</p> <p>b. <input type="checkbox"/> U.S. Military</p> <p> 1. <input type="checkbox"/> Grenade</p> <p> 2. <input type="checkbox"/> Projectile</p> <p>c. <input type="checkbox"/> Foreign Military</p> <p>d. <input type="checkbox"/> Other (specify) _____</p> <p>e. <input type="checkbox"/> Unknown</p>	<p>3. <input type="checkbox"/> Hoax _____ (number)</p>										
<p>D. Fusing</p> <p>1. Explosive</p> <p>a. <input type="checkbox"/> Type</p> <p> 1. <input type="checkbox"/> Electrical</p> <p> 2. <input type="checkbox"/> Nonelectrical</p> <p> 3. <input type="checkbox"/> Unknown</p> <p>b. <input type="checkbox"/> Initiation (triggering)</p> <p> 1. <input type="checkbox"/> Delay</p> <p> 2. <input type="checkbox"/> Booby Trapped/action</p> <p> 3. <input type="checkbox"/> Command-remote control</p> <p> 4. <input type="checkbox"/> Unknown</p>	<p>c. <input type="checkbox"/> Functioning</p> <p> 1. <input type="checkbox"/> Impact</p> <p> 2. <input type="checkbox"/> Clock/mechanical delay</p> <p> 3. <input type="checkbox"/> Burning delay</p> <p> 4. <input type="checkbox"/> Chemical delay</p> <p> 5. <input type="checkbox"/> Electrical/electronic delay</p> <p> 6. <input type="checkbox"/> Pressure/pressure release</p> <p> 7. <input type="checkbox"/> Pull/push</p> <p> 8. <input type="checkbox"/> Unknown</p>	<p>2. Incendiary</p> <p>a. <input type="checkbox"/> Delay</p> <p>b. <input type="checkbox"/> Impact</p> <p>c. <input type="checkbox"/> Booby trapped</p> <p>d. <input type="checkbox"/> Unknown</p>										

Attachment 3
FBI Incident Report, page 2

E. Filler (Indicate type of explosive and check numbered item only if known)		2. Incendiary a. <input type="checkbox"/> Gasoline b. <input type="checkbox"/> Pyrotechnics/fireworks c. <input type="checkbox"/> Propane, butane, etc. d. <input type="checkbox"/> Other flammable solid e. <input type="checkbox"/> Other flammable liquid f. <input type="checkbox"/> Unknown
1. Explosive a. <input type="checkbox"/> Low explosive 1. <input type="checkbox"/> Black powder 2. <input type="checkbox"/> Smokeless powder 3. <input type="checkbox"/> Match heads 4. <input type="checkbox"/> Pyrotechnics/fireworks 5. <input type="checkbox"/> Other (specify) _____ b. <input type="checkbox"/> High explosive 1. <input type="checkbox"/> Dynamite 2. <input type="checkbox"/> Primers/boosters 3. <input type="checkbox"/> ANFO 4. <input type="checkbox"/> Detonating cord 5. <input type="checkbox"/> 2-part explosive 6. <input type="checkbox"/> TNT 7. <input type="checkbox"/> C-4 8. <input type="checkbox"/> Other (specify) _____ c. <input type="checkbox"/> Unknown		
F. External Container 1. <input type="checkbox"/> Pipe/metal tube 2. <input type="checkbox"/> Nonmetal tube 3. <input type="checkbox"/> Bottle 4. <input type="checkbox"/> Box 5. <input type="checkbox"/> Bag 6. <input type="checkbox"/> Can 7. <input type="checkbox"/> Military device 8. <input type="checkbox"/> Unknown 9. <input type="checkbox"/> None 10. <input type="checkbox"/> Other (specify) _____	G. Placement of Device (complete for structures omitting residential property) 1. <input type="checkbox"/> In secured area 2. <input type="checkbox"/> In public access area Specify location _____	H. Delivery of Device 1. <input type="checkbox"/> Mailed/shipped 2. <input type="checkbox"/> Placed 3. <input type="checkbox"/> Thrown or projected 4. <input type="checkbox"/> Unknown
I. Damage 1. <input type="checkbox"/> Personal injury (total number of persons) _____; distribute total to items below: a. <input type="checkbox"/> firemen _____ b. <input type="checkbox"/> intended victims _____ c. <input type="checkbox"/> innocent bystanders _____ d. <input type="checkbox"/> police _____ e. <input type="checkbox"/> subjects _____ f. <input type="checkbox"/> others (specify) _____ 2. <input type="checkbox"/> Deaths (total number of persons) _____; distribute total to items below: a. <input type="checkbox"/> firemen _____ b. <input type="checkbox"/> intended victims _____ c. <input type="checkbox"/> innocent bystanders _____ d. <input type="checkbox"/> police _____ e. <input type="checkbox"/> subjects _____ f. <input type="checkbox"/> others (specify) _____ 3. <input type="checkbox"/> Amount of property damaged \$ _____; distribute total to items below: a. <input type="checkbox"/> to intended target \$ _____ b. <input type="checkbox"/> to surrounding area \$ _____		
J. Nature of Target (check applicable item)		
RESIDENCE 1. <input type="checkbox"/> Apartment house 2. <input type="checkbox"/> Private residence 3. <input type="checkbox"/> Other private property COMMERCIAL OPERATION 4. <input type="checkbox"/> Bank 5. <input type="checkbox"/> Hotel or motel 6. <input type="checkbox"/> Industrial building 7. <input type="checkbox"/> Office building 8. <input type="checkbox"/> Theater 9. <input type="checkbox"/> Other commercial building VEHICLE 10. <input type="checkbox"/> Aircraft 11. <input type="checkbox"/> Automobile 12. <input type="checkbox"/> Other vehicle	GOVERNMENT PROPERTY 13. <input type="checkbox"/> Federal 14. <input type="checkbox"/> State 15. <input type="checkbox"/> Local COMMUNICATION FACILITY 16. <input type="checkbox"/> Radio 17. <input type="checkbox"/> TV 18. <input type="checkbox"/> Telephone 19. <input type="checkbox"/> Other _____ TRANSPORTATION FACILITY 20. <input type="checkbox"/> Airport 21. <input type="checkbox"/> Bridge 22. <input type="checkbox"/> Highway 23. <input type="checkbox"/> Other _____ LAW ENFORCEMENT 24. <input type="checkbox"/> Building 25. <input type="checkbox"/> Vehicle 26. <input type="checkbox"/> Other _____	OTHER TARGETS 27. <input type="checkbox"/> FBI 28. <input type="checkbox"/> Fire department 29. <input type="checkbox"/> School facility 30. <input type="checkbox"/> Person 31. <input type="checkbox"/> Power facility 32. <input type="checkbox"/> Other public utility 33. <input type="checkbox"/> Recreation facility 34. <input type="checkbox"/> Construction site of equipment 35. <input type="checkbox"/> Postal facility or equipment 36. <input type="checkbox"/> Church 37. <input type="checkbox"/> Military facility 38. <input type="checkbox"/> Hospital or medical facility 39. <input type="checkbox"/> Newspaper facility 40. <input type="checkbox"/> International establishment 41. <input type="checkbox"/> Open area 42. <input type="checkbox"/> Unknown (premature detonation) 99. <input type="checkbox"/> Other (specify) _____

Attachment 3
FBI Incident Report, page 3

<p>K. Was Incident Preceded by Threat or Warning?</p> <p>1. <input type="checkbox"/> No SPOKEN</p> <p>2. <input type="checkbox"/> Yes (If "yes" check appropriate category)</p> <p style="margin-left: 40px;">WRITTEN</p> <p style="margin-left: 80px;">a. <input type="checkbox"/> Mailed c. <input type="checkbox"/> Telephone</p> <p style="margin-left: 80px;">b. <input type="checkbox"/> Unmailed (i.e., note, etc.) d. <input type="checkbox"/> Personally</p> <p style="margin-left: 400px;">e. <input type="checkbox"/> Other (specify) _____</p>	
<p>L. If PRECEDED by Threat or Warning, Who Received it? (check only if preceded)</p> <p>1. <input type="checkbox"/> FBI 4. <input type="checkbox"/> Employee</p> <p>2. <input type="checkbox"/> Other Law Enforcement Agency 5. <input type="checkbox"/> Victim</p> <p>3. <input type="checkbox"/> News Media 6. <input type="checkbox"/> Other (specify) _____</p>	
<p>M. Appears to Involve</p> <p>1. <input type="checkbox"/> Juvenile 6. <input type="checkbox"/> Extremist (Political)</p> <p>2. <input type="checkbox"/> Racketeer 7. <input type="checkbox"/> Extremist (Racial)</p> <p>3. <input type="checkbox"/> Acquaintance/Relative 8. <input type="checkbox"/> Unknown</p> <p>4. <input type="checkbox"/> Labor Organizational Member 9. <input type="checkbox"/> Other (specify) _____</p> <p>5. <input type="checkbox"/> Extremist (Foreign)</p>	
<p>N. Apparent Motive</p> <p>1. <input type="checkbox"/> Personal Animosity 7. <input type="checkbox"/> Sabotage/Subversion</p> <p>2. <input type="checkbox"/> Monetary Gain 8. <input type="checkbox"/> Protest</p> <p>3. <input type="checkbox"/> Intimidation 9. <input type="checkbox"/> Vandalism</p> <p>4. <input type="checkbox"/> Mischief 10. <input type="checkbox"/> Unknown</p> <p>5. <input type="checkbox"/> Publicity 11. <input type="checkbox"/> Other (specify) _____</p> <p>6. <input type="checkbox"/> Revenge</p>	
<p>O. Disposition of Device (complete only if device failed to detonate, i.e. attempt, hoax, recovery)</p> <p>1. <input type="checkbox"/> Dismantled in place 4. <input type="checkbox"/> Taken to safe area and detonated</p> <p>2. <input type="checkbox"/> Detonated in place 5. <input type="checkbox"/> Other (specify) _____</p> <p>3. <input type="checkbox"/> Taken to safe area and dismantled</p>	
<p>P. Personnel Involved in Disposition of Device (complete only if device failed to detonate, i.e. attempt, hoax, recovery)</p> <p>1. <input type="checkbox"/> Trained technician 2. <input type="checkbox"/> Other (specify) _____</p> <p style="margin-left: 40px;">a. <input type="checkbox"/> Public Safety</p> <p style="margin-left: 40px;">b. <input type="checkbox"/> Military</p> <p style="margin-left: 40px;">c. <input type="checkbox"/> Combination military/public safety</p>	
<p>Q. FBI Participation (check if applicable)</p> <p>FBI Investigated as:</p> <p>1. <input type="checkbox"/> Bomb threat (section 844)</p> <p>2. <input type="checkbox"/> EID</p> <p>3. <input type="checkbox"/> DAMV</p> <p>4. <input type="checkbox"/> Other (specify) _____</p>	<p>R. Subjects Identified</p> <p>1. <input type="checkbox"/> No</p> <p>2. <input type="checkbox"/> Yes</p> <p>Total _____ (number)</p>
<p>S. Brief Narrative Statement (brief description of device and circumstances of incident)</p> 	
<p>T. Usual Properties or Characteristics of Device (complete only if applicable)</p> 	

Attachment 4 Bomb Threat Checklist

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

*** Refer to your local bomb threat emergency response plan for evacuation criteria**

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov



Homeland Security

2014

BOMB THREAT CHECKLIST

DATE: _____

TIME: _____

TIME CALLER HUNG UP: _____

PHONE NUMBER WHERE CALL RECEIVED: _____

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Lip		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other information:
