

RECOMMENDED PROCEDURES FOR:

SEARCH  
SECURITY  
EVACUATION  
DISPOSAL

# Bomb Threats



California Highway Patrol  
Safety Services Program



SEARCH  
SECURITY  
EVACUATION  
DISPOSAL

# Bomb Threats

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# Bomb Threats



## Background

Bomb threats directed against state facilities are on the increase. Destruction of state property by bombing has occurred in several locations throughout the state.

The types of property against which bombs have been employed range from modest private homes to the Capitol of the United States. No agency or department of the state can assume that its employees and facilities will not become the target of a bomb.

Bomb threats directed against state facilities have become almost routine events with some departments. Bomb threats are probably made with the intention of disrupting state business. It may be expected that there will be an even greater increase in the number of the threats if success is achieved by such means in disrupting the normal activities of state agencies.

Advanced planning is essential to effectively cope with emergencies and to minimize the likelihood of injuries to people occupying state facilities. The California Highway Patrol (CHP) will provide necessary technical assistance, guidance and training needed to design and execute plans involving bomb and bomb threat emergencies. We will also assist in search, evacuation and in supplying explosive ordinance specialists to handle suspected devices.

## BOMB THREAT CALL CHECKLIST

### 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 bomb?
6. What is your name and telephone number?

### RECORD:

Time of call \_\_\_\_\_ Date of call \_\_\_\_\_

Exact words of person: \_\_\_\_\_

Male  Female  Adult  Child

Estimated age \_\_\_\_\_

Speech pattern:

Slow  Excited  Disguised  Rapid  Loud  
 Broken  Normal  Sincere

Accent \_\_\_\_\_

Background noises \_\_\_\_\_

Additional comments \_\_\_\_\_

Name of person receiving call \_\_\_\_\_

Office \_\_\_\_\_  
Phone \_\_\_\_\_

Home address \_\_\_\_\_  
Phone \_\_\_\_\_

### NOTIFY:

Upon receipt of a bomb threat, dial the following number immediately and report the call.

\_\_\_\_\_  
(Number) (Extension)

### DO NOT DISCUSS THE CALL WITH OTHER PERSONNEL

1. Report the call.
2. Notify your supervisor.
3. Follow instructions.

## Security Measures

Targets for terrorist bombings are not selected at random. The method of selecting a target and planting an explosive in public buildings appears to follow a definite pattern. The selection of the target building is usually based upon some presumed political gain to the terrorists. It is kept under surveillance to determine the entrances and exits most used, and the time of day when the majority of people enter or leave the building. A survey of the building is made to locate an area where the explosive can be concealed or placed to do the most damage and where the bombers are least likely to be detected.

A test, or "dry run," of the plan is made to ensure no "slip-ups" during the operation. After the "dry run," and at a pre-selected time, the building is entered by the bombers to deliver their explosive or incendiary device. The device may be fully or partially pre-set prior to planting. If it is fully set and charged, it is a simple matter for one or two of the group to plant the device in a pre-selected location. This can be accomplished in a minimum amount of time. If the device is not fully set and charged, one member may act as a lookout while the others arm and place the device. The devices are usually of a time delay type. They can be set for detonation at a time sufficient for the bombers to be a considerable distance away before the device detonates or a bomb threat call is made.

Your department's building emergency action plan includes provisions for frequent inspections of non-public areas where an explosive device might be concealed. Maintenance personnel are instructed to be alert to suspicious objects and people. Doors giving access to sensitive and infrequently used areas are kept locked.

However, the persons most responsible for the security of your building are you and your fellow employees. It does not matter how carefully the emergency plans for your building are prepared and rehearsed, or how attentive maintenance personnel are. If you do not observe ordinary safety precautions, a bomb may be planted in your building and in your work area.

### You should always:

- ▶ Be alert to people who look or act suspiciously.
- ▶ Be aware of those items, packages and parcels that belong in your office.
- ▶ Be alert to foreign or suspicious items that do not appear to belong in the area where such items are observed.
- ▶ Report to your supervisor or to the police if you observe a suspicious person or item.
- ▶ Be acquainted with your building emergency plans.
- ▶ Be prepared to take appropriate action if you receive a bomb threat.

### THE BOMB THREAT

Most threats are made by telephone. If you receive a bomb threat call, remember:

- ▶ Remain calm.
- ▶ Keep the caller on the line as long as possible.
- ▶ Attempt to record the conversation verbatim.
- ▶ Ask for information.
- ▶ Listen closely to the caller's voice.
- ▶ Listen for and record background noises. Notify your department emergency coordinator and your supervisor.

### Search Procedures

Your department's emergency action plan includes provisions for searching for suspicious objects when a bomb threat is received. The search teams will be selected and trained well in advance. They will be employees who are most familiar with the areas to be searched, including building maintenance employees.

While you may not be selected as a member of a search team, there are certain things you must be prepared to do to assist them in the search. You and your fellow employees may be the only people who know what belongs in your office. You may be the only person who knows if a box or package "belongs." The "suspicious" purse may belong to you. Therefore, you should be prepared to cooperate with the searchers by identifying objects in your work area.

You should immediately examine your work area when you are informed that a threat has been received. You need not undertake an examination of the entire office; merely look about you. Look for the object that does not "belong." The item or parcel you do not recognize or have never seen before may be a cleverly packaged bomb. No one can tell you what to look for or what an explosive device will look like; it may be a flashlight or a large crate. Whatever it may look like, someone had to enter the office with the item and leave it there unattended. A search team member entering your office may not know if an item belongs there; you should know.

If you discover a suspicious item, DO NOT TOUCH, JAR OR MOVE IT. Notify your supervisor or emergency coordinator.

**REPORT IT.  
DO NOT TOUCH,  
JAR OR MOVE IT!**

### Handling

Your department will plan for the disposal of suspicious objects. Trained explosive ordinance disposal teams will be notified and take appropriate measures.

An explosive device may be fused to detonate when the device is jarred, tilted or moved; the device may explode after a certain time lapse, or the fuse may be activated only when the package is unwrapped or opened. Only thoroughly trained and adequately equipped personnel can successfully disarm a terrorist's bomb. Even experts may not succeed in removing a bomb, and they may be compelled to explode the device where it is found.

Only one thing is expected of you if you see a suspicious object: **REPORT IT. Do not move it. Don't even touch it.** You will not be made to appear foolish if the package contained your friend's new shoes. Your safety, and the safety of

your fellow employees, depends on you. **REPORT ANY AND ALL SUSPICIOUS OBJECTS.**

## EVACUATION

The decision to evacuate or not is the most serious of all the decisions that will be made after a thorough, thoughtful and reasonable analysis of all factors bearing on the situation. The personal safety of all employees is the principal factor considered in making this decision.

Evacuation may not be the safest course of action. You may be exposed to the device you seek to avoid during the process of evacuation. The device may be concealed along your evacuation route or outside, where you intend to wait after leaving the building. If an explosion occurs inside, you may be showered by falling glass as you leave the building. Evacuation may deprive you of the protection afforded by the structure itself.

An explosion produces energy in the form of rapidly expanding gas. The gas seeks to expand equally in all directions but follows the lines of least resistance. A moderately sturdy wall will divert some of the energy if the gas can escape in another direction. A relatively distant window will be shattered before a nearby wall is destroyed. Concrete floors, ceilings and walls can withstand a very powerful explosion.

It is practically impossible upon receipt of a bomb threat to determine immediately whether it is a hoax or reality. There is no magic formula to be applied when deciding whether to evacuate. Evacuation may be the decision. You should be familiar with your building evacuation plans. If you are directed to evacuate, collect your personal belongings, turn off or unplug electrical appliances, leave doors and windows open proceed accordingly to your departments emergency plan.