

14.09 Responding to Telephoned Bomb Threat

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to maintain a telephone bomb threat preparedness plan.

Procedure:

In the event that a telephoned bomb threat is received, the following steps should be taken immediately:

1. Note the following (record the call if possible):
 - a. Exact wording of the threat.
 - b. Length of call; perceived sex, age accent and/or race of caller.
 - c. Time and date of call.
 - d. Caller's voice: is it calm, angry, slow, rapid, crying, slurred, nasal, deep, rugged, distinguished, raspy, distinct, soft or loud?
 - e. Threat language: is it educated, foul, irrational, or taped? Does the message sound rehearsed or read?
 - f. Background sounds: Can you detect street noises, voices, music, engine sounds, office noises, animal sounds or static? Could the call be long distance or placed from a phone booth?
2. The person receiving the call should be prepared to ask:
 - a. When is the bomb going to explode?
 - b. Where is it right now?
 - c. What does it look like?
 - d. What kind of bomb is it?
 - e. What will cause it to explode?
 - f. Did you place the bomb? Why?
 - g. What is your address?
 - h. What is your name?
3. The Director of Facilities, CEO/President, and the local police department should be notified immediately upon the termination of the call.
4. Based upon the information conveyed in the call and the advice of the authorities, the building may be evacuated. If there are any doubts about the information received, and/or the individuals named above are not available, the building should be immediately evacuated. Under no circumstances should an employee attempt to diffuse or dispose of any potential bomb device.