

# ESP FOCUS

## Bomb Threats



### You may receive a strange call or package!

Every day, it seems as though there is at least one story in the newspaper about law enforcement agencies finding a pipe bomb or another type of explosive device at a government building, a business or another location.

How well would you react if you discovered a strange object at your workplace, received a bomb threat over the phone or received a suspicious package in the mail?

The reverse side of this *Focus Sheet* offers information to help prepare you, coworkers and friends to respond effectively if you encounter such a threat wherever you live, work or play.

*Each month, ESP will examine a different hazard that could affect Californians and offer suggestions on how to reduce its impacts. These hazards are not limited to the month featured in the ESP Focus Sheet and can occur at any time.*



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# J U L Y

## Before the Bomb Threat

Prepare family members, friends and coworkers by taking the following actions:

- Review your company's procedure for dealing with bomb threats. Work with the appropriate personnel to establish a policy or procedure if one does not exist.
- Establish an emergency response team.
- Identify assignments for each team member.
- Canvass work areas to become familiar with objects that are normally in work areas.
- Establish a signal that receptionists and others who answer phones can use to indicate that they're receiving a threat.
- Develop a Bomb Threat Checklist for documentation purposes.
- Identify all evacuation routes.
- Conduct practice drills to test the response of employees and team members.

## When You Receive a Phone Threat

- Remain calm and keep the caller on the line as long as possible.
- Be courteous and do not interrupt the caller.
- Signal a coworker to indicate that you have received a bomb threat. The coworker should notify your security officer and local law enforcement agency immediately.
- Advise the caller that the building is occupied and innocent persons could be killed or injured.
- Ask the caller to repeat the message.

## After You Receive a Threat

- Remain calm. Go to a quiet place. Do not talk to anyone. Write down all the information you remember. Use the bomb threat worksheet. Turn over all information to your security officer or supervisor.
- Consider any object that does not belong in the area as a suspicious object.
- Ask employees to look for suspicious objects in their immediate work areas.
- Check the safety of evacuation routes.

## If You Locate a Suspicious Package

- Get a good description
  - Size
  - Color
  - Markings
  - Noises made (e.g. ticking)
- Provide exact location
  - Building
  - Floor
  - Room number
  - Location of the room

- If you're at work, call your supervisor or security officer and report the location of the object.
- If you're at home, contact your local law enforcement agency.
- Do not touch, move or open the object.
- Look for possible owners.
- Prepare for possible evacuation.
- Do not use a walkie-talkie radio. Radio transmissions could detonate the device.

## If You Receive Suspicious Mail

- Avoid handling the object.
- If you're at work, notify your supervisor or security officer and remind him or her to preserve evidence for law enforcement agencies.

Tape the checklist below near your phone and use it to guide you if you receive a bomb threat.

<b>Remain calm. Listen carefully. Obtain the following information:</b>	
Date of call:	Time of call:
Location of bomb:	
Description: ----- -----	
Kind of bomb:	
Time bomb will go off:	
Motive:	
Name of caller or affiliation:	
Voice pattern:	
Background noises:	
<b>Report the above information immediately to your supervisor or security officer.</b>	

# GETTING IT DONE IN 2001 PREPARING FOR ALL HAZARDS



This action sheet is produced as part of the Earthquake Survival Program (ESP). ESP is an awareness campaign designed to increase individual and home earthquake preparedness. ESP was developed by the County of Los Angeles. The California Governor's Office of Emergency Services (OES); representatives from Imperial, Inyo, Kern, Los Angeles, Mono, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Ventura, and Yuma counties; and representatives from Southern California Edison assist in the development of campaign materials and coordination of the campaign.