

Polk County Wisconsin

BOMB THREAT

Policy: 501.F

Effective Date: 07-17-01

Current Revision Date: 07-17-01

AUTHORITY:

The Building Director shall designate a primary and alternate person, Building Coordinators, to notify of the bomb threat and details of it at each County building.

PROCEDURE:

The telephone will usually be the means of communicating a bomb threat. All calls related to bombing are to be treated as authentic. Employees must remain calm and keep the following points in mind:

1. DO NOT PANIC!
2. Listen to the caller and keep the caller in conversation. This may lead to valuable information, such as over hearing background noise leading to the perpetrator, i.e. music, bar sounds, baby crying, etc.
3. Don't try to trace the call. The telephone company needs at least 24 hours notice to implement a call trace.
4. Try to ask questions so that some pertinent information may be learned, i.e. accent, or if excitable, the caller may speak a foreign language, or pronounce certain words with a foreign accent. The bomber may also use slang terminology. Get the individual to give some definite area where the bomb may explode. Test his/her knowledge – this may indicate if he/she is a former employee. Try to determine when is it set to go off.
5. Verify the threat by repeating what the caller said.
6. Find out what the caller wants and repeat his demands to make sure you have recorded them correctly.
7. Advise the caller of any difficulties with the demands.

8. When the caller hangs up, call 911 and inform them of your name, department, extension number, what the threat was and details about the threat. (Law Enforcement shall contact the Building Coordinators, Officers on duty, Fire Department, Ambulance to be on standby, and the Emergency Response Team when necessary.)
9. Promptly complete the bomb threat work sheet, and submit it to the proper authorities.
10. Cooperate with all law enforcement agencies that respond. Keep the incident as low key as possible.
11. If an evacuation is ordered, the evacuation emergency plan will be followed.

IF YOU FIND AN UNUSUAL PACKAGE, TUBULAR OR CYLINDRICAL OBJECT, IT IS TO BE SUSPECT. A bomb can be made with PVC or steel piping, as well as many other items.

IF YOU FIND A SUSPICIOUS ITEM:

1. **IMMEDIATELY DIAL 911**, stating that you noticed a suspicious package or received a call. Dispatch will notify the responding agencies.
2. **DO NOT TOUCH**. Let the responding agencies handle it.
3. **CLEAR THE AREA**. If the object is found in a room with a door, close the door so that the potential blast may be confined to this room only.
4. **DO NOT USE ANY TWO-WAY RADIOS** for notification of suspicious item. Keying a radio can set off detonation of certain types of bombs.

SUSPECT AREAS:

1. Any Government building
2. Any public area: lobbies, entrances, hallways.
3. Behind chairs or in plants.
4. Near public telephone, suspended from wires, attached under seat or arm rests.
5. Restrooms, toilets.
6. Kitchen areas, storerooms, maintenance rooms.
7. Locker rooms.