



**MICHIGAN CATHOLIC CONFERENCE
BOMB THREAT ASSESSMENT PROTOCOL**

General Information:

A bomb threat can be received many ways:

- written
- delivered electronically (email/tweet/FB, etc)
- face-to-face
- telephone

The receiver (receptionist or other staff member) should:

- gather as much information as possible using the Bomb Threat Response Report form (see attached)
- record the call
- notify the CEO or designee
- call 9-1-1, as directed

If evacuating, sound the Fire Alarm and follow Fire Evacuation procedures.

Guidelines for Decision-Maker(s):

Threat is received (verbal, written, package)

1. Notify 9-1-1 and complete Bomb Threat Response Report
2. Mobilize the Emergency Response Team (Wing Marshals)
3. Determine if evacuation of the building is to occur using the Threat Assessment Grid
 - a. High Risk - Specific and Realistic: a threat that appears to pose an immediate and serious danger to the safety of others.
 - i. May provide names of possible victims.
 - ii. Caller identifies him/herself.
 - iii. Suggests concrete steps taken toward carrying out the threat.
 - iv. Statements indicate they have practiced with a weapon or had the intended victim under surveillance.
 - b. Medium Risk – Increased Level of Realism: a threat that could be carried out, although it may not appear entirely realistic.
 - i. Threat is more direct and more feasible.
 - ii. Wording in the threat suggests thought given on how the act will be carried out.
 - iii. There may be general indication of a possible place and time.
 - iv. There is no strong indication of preparatory steps being taken, although there may be indirect reference made to that possibility.
 - v. Indication that the caller may have ability to obtain components needed to construct a bomb.
 - vi. Increased specificity to the threat: “I’m serious” or “I really mean this.”

- c. Low Risk – Lacks Realism: a threat that poses a minimum risk to the victim and public safety.
 - i. Threat is vague and indirect.
 - ii. Information within the threat is inconsistent, implausible, or lacks detail.
 - iii. Caller is definitely known and has called numerous times.
 - iv. Threat was discovered on the wall and/or the note with the threat was discovered.
 - v. Threat was made by a young child and there is laughter in the background.
- 4. If conducting a search:
 - a. Each employee should conduct a visual assessment of his/her work area, noting if anything is out of place or does not belong.
 - b. Do not touch or move item(s) in question.
 - c. Notify law enforcement and/or the Emergency Response Team Leader.
 - d. Do not use radio/cell communications unless the area has been cleared.
- 5. If evacuating, follow the Fire Evacuation procedures.

Emergency Response Team (Wing Marshals):

- 1. Determine Threat Risk (see above).
- 2. After assessing risk, consider:
 - a. Partial Lockdown: limit movement.
 - b. Full Evacuation.
 - c. Partial Evacuation.
- 3. If Full Lockdown is called:
 - a. Control access to the building.
 - b. Restrict movement until the search has been completed.
 - c. Limit radio/cell communication until the area/room has been searched.
 - d. Know who is in the building at all times; account for staff/visitors/vendors.
 - e. Prior to evacuation, search the evacuation route and reunification site.
 - f. Consider requesting an explosive detecting K-9.

BOMB THREAT REPORT

DATE _____ PERSON RECEIVING CALL _____

TIME OF CALL _____

PHONE NUMBER AT WHICH CALL WAS RECEIVED _____

INFORMATION GIVEN BY CALLER:

- 1) WHEN IS IT TO GO OFF? _____
- 2) WHERE IS THE BOMB PLACED? _____
- 3) WHAT DOES IT LOOK LIKE? _____
- 4) WHAT TYPE OF EXPLOSIVE? _____
- 5) WHY WAS IT PLACED? _____
- 6) OTHER INFORMATION _____

VOICE CHARACTERISTICS: _____

(loud, soft, raspy, high-pitched, deep, pleasant, calm, excited)

MANNERISM: _____

(calm, angry, rational, irrational, coherent, incoherent, deliberate, emotional, laughing)

SPEECH: _____

(slow, fast, distinct, distorted, nasal, stutter, slurred)

BACKGROUND NOISES: _____

(machines, trains, animals, music, quiet, laughter, bells, sirens, voices, office sounds)

CALLER'S ID: _____

(male, female, adult, juvenile, approximate age)

LANGUAGE: _____

(excellent, good, fair, poor, foul, slang)

ACCENT: _____

(local, foreign, ethnic)

OTHER COMMENTS: _____

