



## SECTION 1 EMERGENCY PROCEDURES

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## **BOMB THREAT PROCEDURES**

*References: San Diego County Sheriff's Department, Policy and Procedures Manual, [Section 6.9](#); San Diego County Sheriff's Department, Emergency Operations Manual, [Section 9.1](#)*

### **WHEN A BOMB THREAT IS RECEIVED BY PHONE**

1. Remain calm and courteous. Immediately refer to the Telephone Threat Information Sheet.
2. If possible, notify someone else by prearranged signal to listen in on the conversation while caller is on the line.
3. Keep the caller on the line as long as possible to gather as much information as possible. DO NOT anger the caller at any time.
4. Note the exact time and exact words of the threat.
5. Pay particular attention to any background noises and distinctive sounds, such as traffic, machinery, music, TV and other voices. Note any characteristics of the caller's voice (gender, age, education, accent, etc.).
6. Attempt to obtain information:  
**WHERE** the bomb is located (building, floor, room, etc.).  
**WHEN** the bomb is expected to go off.  
**WHAT** kind of bomb it is and **WHAT** it looks like.  
Ask the caller **WHO** they are and **WHY** they are doing this.
7. Immediately after the caller hangs up, fill out the "Telephone Threat Checklist" and immediately notify your supervisor if you have not done so already. Since law enforcement personnel will want to talk firsthand with the person who received the call, that person will remain available until officers arrive.



**San Diego County Sheriff's Department  
Detention Services Bureau**

**William D. Gore, Sheriff**

**Telephone Threat Information Sheet**

**INSTRUCTIONS: THREATENING CALLS**

**1. LISTEN AND WRITE DOWN**

Exact words of threat:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RECORD:**

Exact time of call \_\_\_\_\_ Date \_\_\_\_\_  
Person taking the call \_\_\_\_\_ Title \_\_\_\_\_

**2. IF BOMB THREAT ASK:**

When will the bomb explode? \_\_\_\_\_

Time remaining? \_\_\_\_\_

Where is the bomb? \_\_\_\_\_

What kind of bomb? \_\_\_\_\_

What does it look like? \_\_\_\_\_

Why did you place the bomb? \_\_\_\_\_

What is your name? \_\_\_\_\_

Where are you calling from? \_\_\_\_\_

Write out the BOMB THREAT exactly as stated: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. NOTIFY YOUR SUPERVISOR, or in their absence, the nearest supervisor.**



4. COMPLETE THE FOLLOWING CHECK LIST FOR ALL CALLS

**Voice Character**

Local?  
 Long Distance?  
 Phone Booth?  
 Internal?  
 Male?  
 Female?  
 Adult?  
 Juvenile?  
 Approximate Age?

Loud?  
 Soft?  
 High Pitch?  
 Deep?  
 Raspy?  
 Pleasant?  
 Intoxicated?  
 Muffled?  
 Disguised?

**Speech Manner**

Fast?  
 Slow?  
 Distinct?  
 Distorted?  
 Nasal?  
 Stutter?  
 Slurred?  
 Lisp?  
 Righteous?

Calm?  
 Angry?  
 Rational?  
 Irrational?  
 Coherent?  
 Incoherent?  
 Deliberate?  
 Emotional?  
 Laughing?

**Accent Language**

Local?  
 Not local?  
 Foreign?  
 Racial?  
 Regional?  
 machines?  
 Other?

Excellent?  
 Good?  
 Fair?  
 Poor?  
 Foul?  
 Street Traffic?

**Background Noises**

Quiet?  
 Music?  
 Voices?  
 Machinery?  
 Children?  
 Mixed noises? Other?

Airplanes?  
 Trains?  
 Party?  
 Animals?  
 Office

**REMINDERS**

- Keep the caller on the line as long as possible.
- Ask him to repeat the message.
- Record every word spoken by the caller.
- Inform the caller that the building is occupied and the detonation of a bomb could result in death of serious injury to many innocent persons.

**DISCOVERY OF SUSPICIOUS OBJECT**

1. Do not touch or attempt to move object.
2. Report the find to your supervisor. DO NOT USE cell phones or other communication devices.
3. Evacuate and secure the immediate area.
4. Note the exact location, size, type of container, wrappings and/or markings on the object/package.

**BOMB THREAT RECEIVED BY MAIL**

1. Do not handle the letter, package, or envelope.
2. Notify the Control Deputy immediately.
3. Await further instructions.