

Bomb Threat Policy

The following policy and procedure was developed to provide direction in a time of crisis. The outline will assist the contacted individual to take the necessary steps in getting the affected employees to safety as soon as possible, and to contact the appropriate administrative and security agencies and provide them with the most detailed information possible regarding the bomb threat.

This document should be posted in a conspicuous place within each of the various offices and divisions. The below policy is the official policy to be followed in the event that a bomb threat is received.

This document is self-explanatory; however, persons within the office should be made aware of its location and be directed to read it.

SOUTH DAKOTA BOMB THREAT POLICY

THE RECIPIENT OF A BOMB THREAT SHOULD TAKE THE FOLLOWING ACTION:

1. TAKE INFORMATION FROM CALLER (see attached form).
2. IF THREAT INDICATES LESS THAN 20 MINUTES OF DETONATION OF DEVICE, USE FIRE ALARM SYSTEM (if available) TO EVACUATE AND NOTIFY LAW ENFORCEMENT (indicate not a fire)
3. IF THREAT INDICATES MORE THAN 20 MINUTES OF DETINATION OF DEVICE, NOTIFY A SENIOR STAFF PERSON IN YOUR OFFICE
4. THAT SENIOR STAFF PERSON MUST NOTIFY LAW ENFORCEMENT AND EVACUATE BUILDING
5. SENIOR STAFF PERSON IS RESPONSIBLE FOR NOTIFYING ALL STATE AGENCIES WITHIN THREATENED BUILDING TO EVACUATE
6. NOTIFY DEPARTMENT HEAD, NATIONAL GUARD (737-6702), AND GOVERNOR'S OFFICE (773-3212) OF THREAT

BOMB THREAT REPORT

When receiving a bomb threat (or learning of a threat from another source) the staff member receiving the call or information should immediately complete the following checklist.

Exact time of call: _____

Exact words of caller: _____

Questions to Ask:

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

**If possible, have a second person monitor the call; ask the caller to repeat the original message to permit possible correlation to the first copy to aid in possible identification of the caller.

CALLERS VOICE		Male	Female		
Calm	Disguised	Nasal	Angry	Broken	Stutter
Slow	Sincere	Lisp	Rapid	Giggling	Deep
Crying	Squeaky	Excited	Stressed	Accent	Loud
Slurred	Normal				

Were there any background noises? _____

Your Name _____ Date: _____