

MOST BOMB THREATS ARE MADE BY PHONE TO PLACES OF EMPLOYMENT.

Develop a bomb-threat response plan now to reduce the potential for personal injury and property damage later.

By planning and preparing now for the possibility of a bomb-threat phone call, you'll be ready to respond calmly if it ever happens to you.

While on the telephone, you may be able to learn specific information about the bomb, note identifying characteristics of the caller, and provide vital information to the police.



When a bomb threat is received:

- Listen.
- Be calm and courteous.
- Do not interrupt the caller.
- Obtain as much information as possible. (Use the form inside this brochure.)
- Using a pre-arranged signal, notify your supervisor while the call is still ongoing. Your supervisor should contact the police.

HELP PREVENT AND DETECT TERRORISM

The Kansas City Regional Terrorism Early Warning Group is one of a number of TEWs in metropolitan areas across the country. The TEW brings local, state and federal law enforcement officials together with public and private organizations to detect, deter and respond to terrorist threats in the Greater Kansas City community.

If you see something, say something

How to Report Information:

In an EMERGENCY Dial 9-1-1
To remain ANONYMOUS..... 816/474-TIPS
To Notify the Kansas City
FBI Joint Terrorism Task Force816/512-8200
To file an electronic report..... www.kctew.org

Visit our Web site, www.kctew.org, to find contact information for other local, state and federal authorities.

In an emergency situation, call 9-1-1 or contact your local police department.



Kansas City Regional TEW
Interagency Analysis Center

c/o Mid-America Regional Council
600 Broadway, Suite 200
Kansas City, MO 64105
816-474-4240

www.kctew.org



TERRORISM AWARENESS

RESPONDING TO BOMB THREATS



TIPS HOTLINE:

474-TIPS

KANSAS CITY REGIONAL
INTERAGENCY ANALYSIS CENTER

a Terrorism Early Warning Group

BOMBS AND BOMB THREATS

Bombs can be constructed to look like almost anything and can be placed or delivered in any number of ways.

Someone who makes a bomb threat may have definite knowledge that a bomb has been placed, or may want to create an atmosphere of anxiety and panic that will disrupt normal activities.



Through proper planning, you can minimize the disruption a bomb threat may cause. Instruct all personnel, especially those at a telephone switchboard, in what to do if a bomb threat is received.

You can also take steps to limit the possibility of a bomb actually being placed at your facility.

- Restrict parking to 300 feet from your building, if possible, or limit close parking spots to employee vehicles.
- Trim heavy shrubs and vines close to the ground to reduce their potential to conceal criminals.
- Consider using a highly visible security patrol, cameras and burglar alarms.
- Secure entrances and exits.
- Develop identification procedures for personnel who access critical areas. Keep areas such as boiler rooms, computer server rooms and elevator control rooms locked at all times.
- Keep trash or dumpster areas free of debris. A bomb or explosive device can easily be concealed in trash.

BOMB THREAT INFORMATION FORM



When you receive a bomb threat by phone, record the following information:

Date: _____

Time (include a.m. or p.m.): _____

Duration of call: _____

Exact wording of threat: _____

QUESTIONS TO ASK

What time will the bomb explode? _____

Where is it? _____

What does it look like? _____

Where are you calling from? _____

Why did you place the bomb? _____

What is your name? _____

IDENTIFYING CHARACTERISTICS OF THE CALLER

Sex: Male Female Not sure

Estimated age: _____

Accent: English Hispanic Other _____

Voice: Loud Soft Other _____

Speech: Fast Slow Other _____

Diction: Good Nasal Lisp Other _____

Manner Emotional Calm Vulgar Other _____

Background noise (specify): _____

Was the voice familiar? Yes No Not sure

Did the caller seem familiar with the area? _____
