

## 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 Force .....816/512-8200  
To file an electronic report..... [www.kctew.org](http://www.kctew.org)

Visit our Web site, [www.kctew.org](http://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](http://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? \_\_\_\_\_

\_\_\_\_\_