Bath Township Fire Department			Standard Operating Guideline	
Section Communications	**Referral No.** C-06	**Subject:** Dispatch Procedure – Bomb Threats	**Date Issued** 11/02	**Date Revised** 3/08

Purpose:

- To provide guidelines for the receipt of information relating to a bomb threat

Scope:

- This standard operating guideline shall apply to all personnel

Responsibilities:

- Dispatcher
  - All dispatchers will follow bomb threat guidelines for any bomb threat that is received.
  - The dispatcher will enlist help from personnel on station, if needed.
- Personnel
  - All personnel have the responsibility of following the direction of Incident Command.

Guidelines:

1. If the bomb threat is received by phone, directly from the person making the threat, the following procedure should be followed:
   a. Remain Calm.
   b. A calm response could result in obtaining additional information.
   c. Write down the exact time the call is received.
   d. Gather the Bomb Threat Call Checklist sheet. This checklist is located in the dispatch office.
   e. Signal another person to pick up on the call to monitor the conversation if possible.
   f. If possible, notify Allen County Sheriff's Office by phone that a bomb threat is coming into the Facility. The Sheriff's department will direct the call to the appropriate bomb squad team members for response. The Sheriff's department will handle notification of any other persons.
   g. Try to complete the *Bomb Checklist*, as the call is ongoing. Ask the specific questions listed on the *Bomb Checklist.*
   h. Note the voice characteristics of the caller, any accents, and any background noise.
   i. Record the call. Attempt to identify the caller. Remember the caller is the best source of information about the bomb.
   j. Keep the caller on the line as long as possible. Ask to have the message repeated.
   k. Ask for the exact location of the bomb and the time of denotation.
   l. Inform the caller that the building is occupied and that denotation would certainly injury or kill many innocent people.
   m. **Do not hang up the phone even if the caller hangs up.** It is possible for the phone company to trace the call as long as you do not hang up.

   n. Complete the *Bomb Checklist* as soon as possible.
   o. Remain available for questioning by the authorities.
2. If the bomb threat is received as a written threat, do the following procedure:
   a. Save all materials including any envelope or container.
   b. Avoid any unnecessary handling of the message in an effort to retain evidence, such as fingerprints, hand or typewriting, paper and postal marks. Advise the Fire Chief or designee immediately. Follow protocol for notification of Sheriff as listed above.
   c. Never ignore a written message of a bomb threat.
3. Maintain normal activities in your work area until advised to do otherwise by authorities.
4. Implement the Bomb Threat Response SOG and the Bomb Search SOG, if necessary.
5. Stay CALM.
6. Continue routine phone calls but keep one line available for disaster communications.