

# Wisconsin Veterans Home at King

## Emergency Plan-Bomb Threat

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### Applies To:

- All Wisconsin Veterans Home at King (WVH-K) staff, members, volunteers and visitors

### Policy:

- Upon receipt of a bomb threat, it is impossible to know if it is real or a hoax. Therefore, precautions shall be taken for the safety of the members, visitors, and employees; and to improve the probability that the culprit is caught.

### Procedures:

1. In the event of a bomb threat staff will utilize the Bomb Threat Procedure form attached to this document.
2. Once the Police have arrived:
  - A. Unlock all drawers and cabinets for search crews.
    - 1) Keys shall be available so that searchers can inspect all rooms. Employee lockers will be searched. If padlocked, padlock will be cut off.
  - B. The Administrator or designee shall remain with the Search Commander during the entire search to provide assistance and counsel during the search.
    - 1) You can help by searching your immediate area and identifying any strange or misplaced objects.
    - 2) Do NOT touch anything – report suspect objects.
  - C. If a suspected bomb is located within the building, the responsibility for investigation will be that of the law enforcement officials having jurisdiction over such matters.

# BOMB THREAT CALL PROCEDURE WVH-King

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm & obtain information with the checklist.

### If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call Emergency Services at 2222 or, as soon as the caller hangs up, immediately notify them yourself from a different phone.
5. If your phone has a display, copy the number and /or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.

### If a bomb threat is received by handwritten note:

1. Call Emergency Services at 2222 immediately.
2. Handle the note minimally. Do not let others handle the note.

### If a bomb threat is received by email:

1. Call Emergency Services at 2222 immediately.
2. Do not delete the message.

### Signs of a suspicious package:

- No return address
- Poorly handwritten
- Excessive postage
- Misspelled words
- Stains
- Incorrect titles
- Strange odor
- Foreign postage
- Strange sounds
- Restrictive notes
- Unexpected delivery

### DO NOT:

- Use two-way radios or cellular phone: radio signals have the potential to detonate a bomb.
- Evacuate the building until Emergency Services has arrived and evaluates the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

**WHO TO CONTACT**  
Emergency Services at 2222  
Police at 9-911

# BOMB THREAT CHECKLIST

Adapted from Homeland Security 6/2014

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Time Caller Hung \_\_\_\_\_ Phone Number Where Call  
Up: \_\_\_\_\_ Received: \_\_\_\_\_

### Ask Caller:

- Where is the bomb located?

(Building, Floor, Room, etc.)

- When will it go off?

- What does it look like?

- What kind of bomb is it?

- What will make it explode?

- Did you place the bomb?      Yes      No

- Why?

- What is your name?

### Exact Words of Threat:

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### Information About Caller:

Where is the caller located? (Background level of noise)

Estimated age: \_\_\_\_\_

Is the voice familiar? If so, who does it sound like?

Other points: \_\_\_\_\_

Male	Female	Background Sounds:	Threat Language:
Caller's Voice:		Animal Noises	Incoherent
Accent	Rapid	House Noises	Message read
Angry	Slow	Kitchen Noises	Taped
Calm	Slurred	Street Noises	Irrational
Clearing throat	Soft	Booth	Profane
Coughing	Stutter	PA system	Well-Spoken
Cracking voice		Conversation	
Crying		Music	
Deep		Motor	
Deep breathing		Clear	
Disguised distinct		Static	
Excited		Office Machinery	
Laughter		Factory Machinery	
Lisp		Local	
Nasal		Long Distance	
Normal			
Ragged			