**GENERAL SERVICES DEPARTMENT**

**Building Service Division**

**Safety and Security Unit**

***Bomb Threat Procedures***

[Bomb Threats](http://www.seattlecentral.org/security/bomb_threat.php#bomb-threat) | [Suspicious Packages](http://www.seattlecentral.org/security/bomb_threat.php#suspicious-package) | [Evacuation Procedures](http://www.seattlecentral.org/security/bomb_threat.php#evacuation) | [Summary](http://www.seattlecentral.org/security/bomb_threat.php#summary)

**If a Bomb Threat is Received by Phone, Take the Following Actions:**

* Record any information regarding the bomb threat and have it available for the police when they arrive.
* If your phone has a display, copy the number or letters on the window display.
* The most crucial information you can obtain from the caller is **detonation time, location, and appearance of the bomb.**
* Don’t hang up, have someone call 911 from another phone. (Remember if calling from state phone dial 9-911)
* Give the phone number and location of the phone that received the bomb threat.
* When safe to do so, call BSD Safety & Security at 400-0113 for further assistance.

**If a Bomb Threat is Received by Note, Take the Following Actions:**

* Do not handle the note.
* Call 911 immediately.
* When safe to do so, call BSD Safety & Security at 400-0113 for further assistance.

**If a Suspicious Object or Package is Found, Take the Following Actions:**

* Do not touch or move suspicious object, or package.
* Call 911 immediately.
* When safe to do so, call BSD Safety and Security at 400-0113 for further assistance.
* BSD Safety & Security and/or other emergency personnel will evacuate the immediate area and stop anyone from entering the area where the object or package is located.

**If a Suspicious Package Arrives in the Mail, Take the Following Actions:**

* Do not handle suspicious package.
* Call 911 immediately.
* When safe to do so, call BSD Safety and Security at 400-0113 for further assistance.
* BSD Safety & Security and/or other emergency personnel will evacuate the immediate area and stop anyone from entering the area where the suspicious package is located.

**Signs of a Suspicious Package**

* No return address.
* Excessive postage.
* Stains.
* Strange odor.
* Strange sounds.
* Unexpected delivery.
* Physical appearance.

**Evacuation Procedures**

* All persons shall move towards the nearest marked exit in a safe orderly fashion, if the exit is blocked move to the next nearest marked exit.
* **Wheelchair occupants or persons with mobility impairments have first priority for building elevators if elevators are operable and safe for use.**
* **If it is safe to do so and time permits**, take medications, briefcases, purses, and jackets with you.
* **If it is safe to do so and time permits**, close office doors and lock file cabinets as you calmly move to the nearest exit.
* **If it is safe to do so and time permits**, secure all hazardous materials or equipment, close all hoods and drafts.
* While evacuating, be careful not to push, shove, or accidently knock others down.
* If you see or know of someone having trouble evacuating and it is unsafe for you to help, **please notify emergency personnel (evacuation team members) on site or call 911; you may also call Safety & Security at 400-0113. Make sure to give the exact location of the person(s) and the reason(s) why they are having trouble evacuating.**

In the event that an evacuation is necessary, please follow the procedures established for your building and by your [building evacuation team.](http://www.seattlecentral.org/security/evac.php)

Once outside of the building, move to a safe distance of 100 yards or more; do not interfere with emergency personnel on site except to report vital information.

**Questions to Ask and Things to Notice if the Threat is Received by Phone**

**QUESTIONS TO ASK:**

* When will the bomb explode?
* Where did you put the bomb?
* When did you put it there?
* What does the bomb look like?
* What kind of bomb is it?
* What will make the bomb explode?
* Did you place the bomb?
* Why did you place the bomb where it is?
* What is your name?
* How old are you?
* Where are you?
* What is your address?

**Try to Notice these Things About the Caller’s Voice**

* Was the caller a male or female?
* Did the caller have an accent? If so, what kind?
* Was the caller’s voice loud, soft or normal?
* Was the caller’s voice clear, muffled or normal?
* Did you recognize the voice? Is it possible that you have heard it before?
* Did the caller have any speech impediments?
* Was the caller talking fast, slow, or normal?
* Was the caller’s voice calm, emotional, angry or distinct in any other way?
* Did the caller seem familiar with the surrounding area?
* Was the caller well spoken, irrational, incoherent, or abusive?

**Background Noises**

* Did you notice any street noises?
* Did you notice any house noises?
* Did you hear any planes or helicopters or trains?
* Did you hear any machinery?
* Did you hear any voices in the background?
* Did you hear any music in the background?

**Final Things to Notice**

* Did the caller read any messages to you?
* Was the call a local call or long distance call?

After the threat has been reported to the proper authorities please document the following things: your full name and the manner in which the threat was received (mail, phone, note, or found). Document which phone received the threat (if the threat was received by phone); also document who the threat was reported to.

**Depending upon the circumstances of the bomb threat, one or more of the following methods of communication may be used to alert our building occupants/employees that it is either necessary to evacuate, or safe to re-enter the building(s).**

**Emergency Evacuation Team Members/Personnel or/and BSD Safety and Security:** If the situation safely permits**, Emergency Evacuation Team Members/Personnel or/and BSD Safety and Security:** along with other staff may provide word of mouth notification to individuals present that it is either necessary to evacuate, or safe to re-enter the building(s).

**Public Announcement System:** When safe to do so; Emergency Evacuation Team will utilize its building PA system to announce that it is either necessary to evacuate, or safe to re-enter the building(s).