



PALISADES

Bomb Threat Report

If you receive a bomb threat, please do your best to get the following information. Remember to be calm and courteous. Listen, do not interrupt the caller.

Date of Call: _____ Time of Call: _____
Length of Call: _____ Number at which call is received: _____

Exact wording of Threat: _____

Questions to ask:

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place the bomb?

Try to determine:

Caller's identity: Male _____ Female _____ Adult _____ Juvenile _____ Age _____

Voice: Loud _____ Soft _____ High-pitched _____ Deep _____ Raspy _____
Pleasant _____ Intoxicated _____ Other _____

Accent: Local _____ Not Local _____ Foreign _____ Region _____

Speech: Fast _____ Slow _____ Distinct _____ Distorted _____
Stutter _____ Nasal _____ Slurred _____ Lisp _____

Language: Excellent _____ Good _____ Fair _____ Poor _____ Foul _____
Other _____

Manner: Calm _____ Angry _____ Rational _____ Irrational _____
Coherent _____ Incoherent _____ Deliberate _____ Emotional _____
Righteous _____ Laughing _____ Intoxicated _____

Background Noises: Office Machines _____ Factory Machines _____ Bedlam _____
Trains _____ Animals _____ Music _____ Quiet _____ Voices _____
Mixed _____ Airplanes _____ Street Traffic _____ Party Noises _____

Additional Information _____

REPORT BOMB THREATS TO THE POLICE DEPARTMENT - CALL 911!

In case you receive a Bomb Threat...

- ✓ **DO NOT USE YOUR CELL PHONE, BLACKBERRY OR RADIO ONCE A THREAT IS RECEIVED, AS RADIO WAVES MAY CAUSE A DEVICE TO DETONATE!**
- ✓ Remain calm so you can get information from the caller.
- ✓ If possible **WITHOUT** letting the caller know, enlist the aid of fellow employees to notify the Police Department at **911** and then Property Management, Engineering and/or Security Staff at **(678)501-3500 or (678)501-3524**
- ✓ Try to give the following initial information:
 - Company Name
 - Suite Number/Floor
 - Name and telephone number of employee receiving this call.
- ✓ Obtain as much information as possible. At a minimum, ask the caller these questions:
 - Where is it located?
 - When will it go off?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Why are you doing this?
 - Who are you?
- ✓ Record the exact time and the exact words the caller uses. Please activate the Star 69 feature, which provides you with the number of your last incoming call by calling the “*” button on your phone followed by “69”. Write down the number that Star 69 gives you. See additional information below (“Additional Bomb Threat Information”), pertaining to other details of the call that may be beneficial to the responding authorities.
- ✓ Notify your supervisor. Your supervisor should call Property Management, Engineering and/or Security Staff at **(678)501-3500 or (678)501-3524**.
- ✓ Notify the Police Department by dialing **911**:
 - State that you have received a bomb threat
 - State that you are at **5901-A, B or C OR 5909 Peachtree Dunwoody Road, Atlanta, Georgia 30328**
 - State your company name and floor.
 - If you have a phone number from Star 69, provide operator with this number.
- ✓ Notify Property Management, Engineering and/or Security Staff at **(678)501-3500 or (678)501-3524**.
- ✓ Visually search your immediate area for any unusual objects. **DO NOT DISTURB ANY OBJECTS!**
- ✓ Once Property Management, Engineering and/or Security Staff have been notified of a bomb threat, it is our policy to notify your firm’s Manager or Officer. It is the decision of the Manager or Officer as to whether it is appropriate to evacuate the office, **EXCEPT** when specifically ordered by the authorities to whom the threat has been reported or the authorities who respond to the threat.
- ✓ In the event that you are asked to evacuate the building follow Evacuation Procedures.
- ✓ Do not re-enter the building until the “all clear” has been given.

WHAT NOT TO DO in the event you receive a Bomb Threat...

- ✓ DON'T ignore bomb threats.
- ✓ DON'T touch suspected explosives.
- ✓ DON'T touch suspected bombs.
- ✓ DON'T move things that you don't know what they are.
- ✓ DON'T open things that you don't know what they are.
- ✓ DON'T place in water.
- ✓ DON'T shake.
- ✓ DON'T turn.
- ✓ DON'T cut wires.
- ✓ DON'T pull wires
- ✓ DON'T cut string.
- ✓ DON'T pull fuses.
- ✓ DON'T stamp out fuses.
- ✓ DON'T open glued packages.
- ✓ DON'T pass metallic tools near suspected bombs.
- ✓ DON'T move switches.
- ✓ DON'T release hooks.
- ✓ DON'T smoke near suspected bombs.
- ✓ DON'T carry bombs.
- ✓ DON'T place near vital equipment.
- ✓ DON'T investigate too closely.
- ✓ DON'T use insulating materials (bomb blankets or sandbags).
- ✓ DON'T move the bomb away from people—move people away from the bomb.
- ✓ **DON'T IGNORE BOMBS!!!**
- ✓ **STAY AWAY FROM BOMBS!!!**
- ✓ **DON'T TOUCH BOMBS!!!**

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