

EMERGENCY RESPONSE Guidelines

Bomb Threat

The guidelines are designed to help respond to a bomb threat in an orderly and controlled manner.

Phone Threat

- Remain calm and do not hang up.
- If possible, signal other staff members to listen and inform East West authorities and security immediately.
- If phone call has a display/caller ID, copy the name or number.
- If possible, write down exact wording of the threat.
- Keep the caller on for as long as possible, gather as much information as possible.
- Be cooperative and responsive for the information requested by East west security and law enforcement.
- Security will call 911 and become the point person at Law enforcement arrival

Verbal Threat

- If the offender leaves, note which direction he/she went.
- Inform security and East West authorities immediately.
- Write down the threat exactly as it was communicated.
- Note the description of the person who made the threat. *i.e.* Gender, Race, height, weight, type/color of clothing, hair, eye color, distinguished features, voice (loud, deep, accent etc.).
- Security will call 911 and become the point person at Law enforcement arrival

Written Threat

- Touch the threat document as little as possible.(due to offender's finger print identification or presence of hazardous substance on the paper)
- Inform security and East West authorities immediately.
- Rewrite the threat exactly as is on another sheet of paper and note the following:

Date/time/location document was found

Any situations or conditions surrounding the discovery/delivery

Full names of any personnel who saw the threat

Secure the original threat; Do not alter the item in any way

If small/removable, place in a bag or envelope

If large/stationary, secure the location

- Security will call 911 and become the point person at Law enforcement arrival

Security Desk Phone: 312 939 0133

Security Desk in house Ext.: 3100