

Bomb Threat Policy

In the case of a bomb threat phone call, the following is the procedure to follow:

Remain calm and act rationally. Think before you act!

- The Circulation Department staff member or whoever answers the phone should try to elicit as much information as possible from the caller. Attached is a list of the kinds of things to ask the caller.
- Dial *57 on the same line the call was received. This will trace the previous call and will send a record of the call to the Phone Company. There is a charge for this service.
- Call 911 (311 also). The 911 operator will want to speak directly with the person who received the call. The police arriving on the scene will want to speak with the person who received the call.
- Evacuate the building. Use the paging system and announce **"There is an emergency in the building and we are asking you to evacuate immediately. Code blue. Take your belongings."** Code blue indicates to staff that this is a bomb threat. This may be assigned while the original call receiver is on the phone with the 911 operator.
- If not already aware, notify the Director, Assistant Director, or Librarian in Charge. Brief the Librarian in Charge outside the building.
- Use all exits: front and rear, emergency exits from children's room and reference area. Be prepared for patrons to be frightened. Staff should recognize that the front entrance leads to two stairs, side emergency exit doors lead to grass areas; patrons may need assistance. Do not turn on or shut off hardware. Do not lock any doors.
- Staff should fan out across all areas of the library to insure all patrons exit quickly. Remember the basement level. At the same time, staff should survey areas for any objects/packages/unattended backpacks and briefcases/etc. that are unusual - but do not touch them. Information about these items should be brought to the attention of the investigating police officers. This information may be critical.
- The police will handle the actual search of the building. They may or may not ask for staff assistance.
- Staff will meet in front of 210 Cooper Street or alternatively at the North Babylon High School.
- Re-entry will not be permitted until the police declare the building safe.

Key Questions to Ask

- | | |
|-----------------------------------|-----------------------------------|
| 1. Where is the bomb? | 7. Why was the bomb placed? |
| 2. When will it explode? | 8. What is your name? |
| 3. What does it look like? | 9. What is your address? |
| 4. What kind of bomb is it? | 10. What is your phone number? |
| 5. What will cause it to explode? | 11. Are you with an organization? |
| 6. Who placed the bomb? | 12. Why are you warning us? |

Exact Wording of Threat:

Description of Caller's Voice:

Male	Female	Young	middle-aged	Old	
Calm		Laughter		Nasal	Raspy
Angry		Crying		Stutter	Ragged
Excited		Normal		Deep	Disguised
Slow		Distinct		Cleared Throat	Lisp
Rapid		Slurred		Deep Breathing	Accent
Soft		Loud		Cracking Voice	Other:_____

If the voice is familiar, whom did it sound like? _____

Background Sounds:

Street Noises	Motor	Local	PA System
Dishes	Machinery	Long Distance	Music
Voices	Static	Telephone Booth	Animals
House Noises	Traffic	Cell Phone	Other:_____

Threat Language

Well Spoken	Educated	Foul	Irrational
Incoherent	Taped	Message read by threat maker	

Date of call: _____ Time: _____ Length of call: _____

Extension at which call is received: _____

Name: _____ Date: _____