

	<h1>BOMB THREAT</h1>	Doc No:	5101 - 5003
		Issue Date:	19 Jun 2023
		Revision Date	N/A
		Revision:	0
<i>SAFETY OPERATING PROCEDURE (SOP)</i>		Page 1 of 4	
OPR:	Approval:	DEPARTMENT: RISK MANAGEMENT	
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## 1.0 PURPOSE

- 1.1 The purpose of this Bomb Threat SOP is to outline the procedures and guidelines for employees who work for Okaloosa County BOCC to follow in the event of a bomb threat.

## 2.0 DEFINITION

- 2.1 **Bomb Threat:** communication through the use of mail, e-mail, telephone, telegram, or any other instrument of commerce used to make a threat.

## 3.0 THREAT RESPONSE

- 3.1 Any employee who receives a bomb threat should gather as much information from the caller (See Example below) as possible and immediately call 911 (9-911 for those using a County office phone) and report the emergency. The employee will then notify their supervisor as soon as possible.

### NOTE:

The attached aid is provided to assist in gathering information needed by emergency responders when calling 911.

## 4.0 ABBREVIATIONS

ABBREVIATION	DESCRIPTION
SOP	Safety Operating Procedure
BOCC	Board of County Commissioners

## 5.0 DOCUMENT HISTORY

DATE	TYPE	DESCRIPTION OF CHANGE
19 Jun 2023	Initial	New Document
	Revision 1	

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CALLER'S SEX	AGE	ACCENT
CALLER'S VOICE		
Calm	Crying	Deep
Angry	Normal	Ragged
Excited	Distinct	Clearing Throat
Slow	Slurred	Deep Breathing
Rapid	Nasal	Crackling voice
Soft	Stutter	Disguised
Loud	Lisp	Foreign
Laughing	Raspy	Familiar
If voice sounded familiar, whose voice did it sound like?		
BACKGROUND SOUNDS		
Street (cars, buses, etc.)	Animal noises	
Airplanes	Clear	
Voices	Static	
PA System	Local call	
Music	Long distance call	
Houses (Dishes, TV, etc.)	Phone booth	
Motor (Fan, Air Conditioner, etc.)	Other (specify)	
Office Machinery		
Factory Machinery		
LANGUAGE		
Well spoken (educated)	Irrational	Taped message
Foul	Incoherent	Message read by threat maker
REMARKS		
NAME		
JOB TITLE/ OFFICE		
PHONE NUMBER	DATE	

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