

Morgan Support Services Bomb Threat Training

Bomb Threat Forms can be found in red folders located throughout the building. These locations may change over time as the layout and usage of the building evolves; however, there will always be folders on each side of the building and in the lobby, they will always be red, and they will always be prominently displayed. Whenever the location of a folder is changed, an announcement will be made to all staff. Make a note of where the folders are located currently.

If you answer the telephone and the call is a bomb threat:

1. **Stay calm** and use a **calm** tone of voice.
2. While on the phone, if there is someone else nearby, signal him/her that you have a bomb threat. That person should call 911.
3. If you are alone in the office:
 - a. If possible, use your cell phone to call 911 while you still have the caller on the phone.
 - b. Stay on both lines, asking the questions on the Bomb Threat Form so the 911 responder can hear your part of the conversation. This may help the police to respond more quickly.
 - c. If you are unable to do a. or b. above, call 911 immediately when the call is completed.
4. Keeping the caller on the phone as long as possible and without being pushy, ask questions to attempt to get as much information as possible about the bomb, using the Bomb Threat Form as a guide.
5. As you are talking, complete the Bomb Threat Form as best you can and give it to an available employee.
6. Evacuate the building following the General Evacuation Procedures.
7. When the police arrive, if requested assist them in searching for any suspicious devices, package or objects. Look for anything that appears out-of-the-ordinary.
Do not touch any suspicious-looking articles!

If another employee signals he/she has a bomb threat on the phone:

1. Immediately drop what you are doing and render assistance.
2. Using your cell phone, call 911. Keep the police informed of the information that the employee on the telephone is obtaining.
3. Order an evacuation of the premises following the General Evacuation Procedures.

If you are comfortable that you understand the information included in this training document and could implement the steps effectively, proceed to this quiz:
<https://mssconfidential.online/bombthreatproceduresquiz>

If you have any questions about the materials, speak with your supervisor.