Homeland Security

Bomb Threat Management Plan Checklist

NOTE: The bomb threat response plan may be included as part of an overall emergency response plan.

☐ General

☐ Model on Incident Command System (ICS) procedures (Actual titles may vary)	☐ Identify location of incident command post and alternate location
☐ Incorporate law enforcement/emergency responder input	☐ Identify communications/incident command post equipment requirements
☐ Define terms	☐ Identify safety and search equipment
☐ Describe mitigation measures	☐ Establish communications procedures
☐ Plan for multiple threat scenarios	☐ Evaluate potential legal issues
☐ Provide inclement weather options	☐ Identify training/exercising requirements
☐ Establish explosion protocols	☐ Establish review and revision procedures
☐ Establish procedures for shutting off/turning on utilities	☐ Coordinate with neighboring properties

☐ Identify Key Personnel/Roles & Responsibilities

☐ Incident commander	☐ Evacuation team leader
☐ Search team leader	☐ Evacuation team members
☐ Search team members	☐ Runners
☐ Law enforcement liaison	☐ Evacuees

☐ Describe Threat Handling Procedures

☐ Bomb threat call procedures	☐ Notification and reporting procedures
☐ Bomb threat message procedures	☐ Reporting form
☐ Detection protocols	

☐ Include Threat Evaluation Section

Specific	**General**
☐ Language of threat	☐ Nature of facility/event or
☐ Witness interviews	☐ Current threats and events
☐ Time available for search/evacuation	☐ Prior acts against this or similar
☐ Known access control breaches	☐ Significance of dates/events
☐ Danger in evacuation areas	☐ Accessibility of premises

☐ Include Evacuation Section

☐ Conditions for evacuation (immediate, as directed by responders, etc.)	☐ Evacuation procedures
	☐ Remove personal items
☐ How communicated	☐ Unlock or refrain from locking
☐ Assembly/staging and shelter-in-place	☐ Muster reporting requirements/personnel accountability
☐ Evacuation routes	
☐ Special needs evacuees	

☐ Include Search Section

☐ High-priority areas for searches	☐ Search and marking procedures (systematic and thorough, with work/rest cycle)
☐ Incident Command Post	
☐ Assembly/Staging areas	☐ Search kit/equipment, including floor plans & maps
☐ Critical areas	
☐ Vulnerable areas	☐ Search reporting procedures

☐ Specify Return to Work Procedures

☐ Procedures for a safe return to the building	☐ Contact information for counseling or medical needs following the incident
☐ Debriefing and updating the plan	