



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

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

☐ Identify Key Personnel/Roles & Responsibilities

- | | |
|--|--|
| <input type="checkbox"/> Incident commander | <input type="checkbox"/> Evacuation team leader |
| <input type="checkbox"/> Search team leader | <input type="checkbox"/> Evacuation team members |
| <input type="checkbox"/> Search team members | <input type="checkbox"/> Runners |
| <input type="checkbox"/> Law enforcement liaison | <input type="checkbox"/> Evacuees |

☐ Describe Threat Handling Procedures

- | | |
|---|--|
| <input type="checkbox"/> Bomb threat call procedures | <input type="checkbox"/> Notification and reporting procedures |
| <input type="checkbox"/> Bomb threat message procedures | <input type="checkbox"/> Reporting form |
| <input type="checkbox"/> Detection protocols | |

☐ Include Threat Evaluation Section

- | Specific | General |
|---|---|
| <input type="checkbox"/> Language of threat | <input type="checkbox"/> Nature of facility/event or |
| <input type="checkbox"/> Witness interviews | <input type="checkbox"/> Current threats and events |
| <input type="checkbox"/> Time available for search/evacuation | <input type="checkbox"/> Prior acts against this or similar |
| <input type="checkbox"/> Known access control breaches | <input type="checkbox"/> Significance of dates/events |
| <input type="checkbox"/> Danger in evacuation areas | <input type="checkbox"/> Accessibility of premises |

☐ Include Evacuation Section

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

☐ Include Search Section

- | | |
|---|--|
| <input type="checkbox"/> High-priority areas for searches | <input type="checkbox"/> Search and marking procedures (systematic and thorough, with work/rest cycle) |
| <input type="checkbox"/> Incident Command Post | <input type="checkbox"/> Search kit/equipment, including floor plans & maps |
| <input type="checkbox"/> Assembly/Staging areas | <input type="checkbox"/> Search reporting procedures |
| <input type="checkbox"/> Critical areas | |
| <input type="checkbox"/> Vulnerable areas | |

☐ Specify Return to Work Procedures

- | | |
|---|---|
| <input type="checkbox"/> Procedures for a safe return to the building | <input type="checkbox"/> Contact information for counseling or medical needs following the incident |
| <input type="checkbox"/> Debriefing and updating the plan | |