SHILDOSS	В	OMB THREAT	Doc No: Issue Date: Revision Date	5101 - 5003 19 Jun 2023 N/A
SCOUNTY S			Revision:	0
SAFETY OPERATING PROCEDURE (SOP)		Page 1 of 4		
OPR:		Approval:	DEPARTN DISK MANA	
James Millsaps, Coordinator, Safety & Health		Kelly Bird, Director, Human Resources/Risk Management	RISK MANAGEMENT	

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TITLE	SOP	DATE
BOMB THREAT	5101 - 5003	19 Jun 2023

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 ABREVIATIONS

ABBREVIATION	DESCRIPTION	
SOP	Safety Operating Procedure	
BOCC	Board of County Commissioners	

5.0 DOCUMENT HISTORY

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

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BOMB THREAT AID Okaloosa County		
(Place this card under yo		
NUMBER AT WHICH CALL IS RECEIVED	TIME OF CALL	
CALL ORIGINATED FROM: (Caller ID, If applicat	ole)	
LENGTH OF CALL	TIME OF CALL	
QUESTIONS TO	ASK	
 When is the bomb going to explode? 		
Where is it right now?		
What does it look like?		
What kind of bomb is it?		
What will cause it to explode?		
6. Did you place the bomb?		
7. Why?		
Where are you?		
9. What is your name?		
EXACT WORDING OF 1	THE THREAT	
EMERGENCY PROCEDURES: CALL 91		
FOLLOW FIRE EVACUAT DIRECTE		
BOMB TH	IREAT	

(Attachment 1 - Front)

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.)		Anin	Animal noises	
Airplanes		Clear	Clear	
Voices		Static	:	
PA System		Loca	l call	
Music		Long	distance call	
Houses (Dishes, 7	ΓV, etc.)	Phon	e booth	
Motor (Fan, Air Conditioner, etc.)		Othe	Other (specify)	
Office Machinery				
Factory Machiner	у			
	LAN	GUAGE		
Well spoken (educated)	Irrati	onal	Taped message	
Foul	Incol	herent	Message read by threat maker	
REMARKS			-	
NAME				
JOB TITLE/ OFFICE				
PHONE NUMBER.		DATE		

(Attachment 2 - Back)