



Bomb Threat and Suspicious Object Response

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Introduction

Purpose To outline response protocol for receiving a bomb threat or discovering a suspicious object on Mosaic premises.

Scope This program applies to all Phosphate Business operating facilities and Florida and Louisiana administrative offices.

Responsibilities The following table contains a list of responsibilities for specific groups/jobs as required by this program.

Group or Title	Responsibilities
Any person on Mosaic property	Notify Site Security or Mosaic 24/7 Security Operations Center immediately upon receipt of a bomb threat or discovery of a suspicious object.  Information: Mosaic 24/7 Security Operations Center 863-428-3209
Site Security	Follow post orders and special instructions. Notify law enforcement and Senior Site Management. Prepare to assist with evacuation as directed.
Communications Center (Mosaic 24/7 Security Operations Center)	Make appropriate dispatches to law enforcement and fire agencies upon notification of a bomb threat or suspicious object 
Law Enforcement	Resolve to conclusion incidents involving bomb threats or suspicious objects. Coordinate the protective and technical skills of related agencies and emergency responders. Provide recommendations on evacuation based on information provided from threatening call or suspicious objects that are discovered.
Senior Manager on site	Decide whether evacuation is necessary when informed of a potential threat. Oversee evacuation procedures according to the facility Emergency Action Plan until law enforcement arrives.

Managers	Assist and provide information to the responding agency. 
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References

References associated with this program include:

Document Title	Unique Identifier	Location
Facility Emergency Action (Evacuation) Plans	NA	<ul style="list-style-type: none"> • Content Server • Site paper copies

Training

Any persons whose work is governed by this document must be trained.

Reference Documents

There are two reference documents included within this program:

- Receiving a Bomb Threat / Discovering a Suspicious Object – describes the actions to take for a bomb threat or suspicious discovery (see page 5).
- Bomb Threat Checklist – a checklist to be filled out during or after receiving a bomb threat (see page 6).


Overview

General

This document outlines how to respond to a potential bomb threat or discovery of a suspicious object. Deciding whether or not to evacuate the building/premises is of primary importance in responding to either situation.

Receiving a Bomb Threat


Capturing useful information from the caller and prompt notification are critical to effectively responding to a threat call. Follow the steps in “Receiving a Bomb Threat/Discovering a Suspicious Object Procedure” and “Bomb Threat Checklist” to document information.

 **Reference:** Receiving a Bomb Threat/Discovering a Suspicious Object Procedure and Bomb Threat Checklist

Discovering a Suspicious Object

If a suspicious object is discovered:


- Do not touch it
- Do not move it
- Evacuate immediate area
- Activate emergency response according to facility Emergency Action Plans
- Await instructions from Incident Commander, Emergency Response Team Lead, or law enforcement

 **Note:** Law enforcement may need to be notified (9-911) depending on the nature of the suspicious object.

Activating Emergency Response

Notifications must begin immediately after receiving a bomb threat or discovering a suspicious object to activate emergency response protocols.





When a decision is made to evacuate the premises due to a bomb threat or suspicious object, the following items apply:

Item	Description
Personal belongings	Employees should take their personal belongings, such as purses and briefcases, as they leave the building. Fewer personal belongings will facilitate a search of the premises.
Facility Emergency Evacuation Plans	Follow the Emergency Evacuation Plan established for your facility unless otherwise instructed by law enforcement.  Reference: Facility Emergency Action/Evacuation Plans
Re-entry	Re-entry is only permitted once the ERT/Incident Commander or law enforcement gives the “all clear”. Everyone is expected to cooperate with the Incident Commander and assist in the effort to maintain order and worker safety.

Receiving a Bomb Threat / Discovering a Suspicious Object

What to do

Follow the steps below to respond to the receipt of a (bomb) threat call or upon discovery of a suspicious package.

Step	Action
1	<p>Threat Call: Use the <i>Bomb Threat Checklist</i> to guide you in obtaining and documenting as much information as you can about the caller and the nature of the threat.</p> <p> Reminder: Remain calm. Do not create panic.</p> <p>Proceed to Step 3.</p>
2	<p>Discovery of a suspicious package: Do not touch or move the object! Capture or document any information you can about the object (its location, look, size, writing or markings) as quickly as possible then evacuate the immediate vicinity of the package.</p> <p> Note: DO NOT use two-way radios or cellular phones in the immediate vicinity of the package. Radio signals have the potential to detonate a bomb.</p> <p>Proceed to Step 3.</p>
3	Call 911 or 9-911 immediately!
4	Tell the operator all you can about the threat call or suspicious object.
5	<p>Notify Site Security, Supervisor on duty and ERT Commander if available. Make other company contacts according to facility emergency plans.</p> <p> Reminder: Call Mosaic 24/7 Security Operations Center for locations without site security presence (863-428-3209).</p>
6	<p>Make evacuation decision.</p> <p>If applicable, notify persons to evacuate according to facility Emergency Action Plans.</p>
7	<p>When authorities arrive, pass on all you can about the threat (call or suspicious object) and assist as requested.</p> <p> Note: Authorities/law enforcement may request a Mosaic worker to assist with search efforts.</p>
8	Remain at the designated muster area until given instruction to re-enter or otherwise by Incident Commander or law enforcement.
9	<p>Isolate the area as much as possible. Do not close doors unless determined absolutely necessary for security.</p> <p>Keep people out of the area.</p>
11	Do not give information to news or media agencies. Mosaic Public Affairs is designated to provide communication to the media.



Bomb Threat Checklist

Date	Time				
Caller ID?					
When is bomb going to explode?		Caller gender: _____			
What does it look like?		Age: _____			
Where is bomb right now?		Other: _____			
What kind of bomb is it?		Telephone # at which the call was received:			
What will cause it to explode?		Visual ID: YES NO			
Did you place the bomb?					
Why?					
What is your Name?					
What is your Address?					
EXACT WORDING OF BOMB THREAT:					
<table border="0"> <tr> <td style="vertical-align: top;"> <p>Caller's Voice:</p> <input type="checkbox"/> Calm <input type="checkbox"/> Crying <input type="checkbox"/> Slow <input type="checkbox"/> Slurred <input type="checkbox"/> Loud <input type="checkbox"/> Raspy <input type="checkbox"/> Clearing Throat <input type="checkbox"/> Disguised <input type="checkbox"/> Laughing <input type="checkbox"/> Electronically Produced <input type="checkbox"/> Laughing <input type="checkbox"/> Excited <input type="checkbox"/> Distinct <input type="checkbox"/> Whispered <input type="checkbox"/> Soft <input type="checkbox"/> Stutter <input type="checkbox"/> Deep <input type="checkbox"/> Deep Breathing </td> <td style="vertical-align: top;"> <input type="checkbox"/> Accent <input type="checkbox"/> Angry <input type="checkbox"/> Normal <input type="checkbox"/> Rapid <input type="checkbox"/> Nasal <input type="checkbox"/> Lisp <input type="checkbox"/> Ragged <input type="checkbox"/> Cracking Voice <input type="checkbox"/> Familiar <input type="checkbox"/> Clearing Throat <p>Background Sounds:</p> <input type="checkbox"/> Street Noise <input type="checkbox"/> Cracking <input type="checkbox"/> Voices <input type="checkbox"/> P. A. System <input type="checkbox"/> Music <input type="checkbox"/> Other <input type="checkbox"/> House Noises <input type="checkbox"/> Motor </td> <td style="vertical-align: top;"> <input type="checkbox"/> Office Equipment <input type="checkbox"/> Clear <input type="checkbox"/> Static <input type="checkbox"/> Factory Machinery <input type="checkbox"/> Animal Noises <input type="checkbox"/> Local <input type="checkbox"/> Long Distance <input type="checkbox"/> Booth <p>Threat Language:</p> <input type="checkbox"/> Articulate <input type="checkbox"/> Foul <input type="checkbox"/> Irrational <input type="checkbox"/> Incoherent <input type="checkbox"/> Taped <input type="checkbox"/> Message read by threat maker <input type="checkbox"/> Computerized </td> </tr> </table>			<p>Caller's Voice:</p> <input type="checkbox"/> Calm <input type="checkbox"/> Crying <input type="checkbox"/> Slow <input type="checkbox"/> Slurred <input type="checkbox"/> Loud <input type="checkbox"/> Raspy <input type="checkbox"/> Clearing Throat <input type="checkbox"/> Disguised <input type="checkbox"/> Laughing <input type="checkbox"/> Electronically Produced <input type="checkbox"/> Laughing <input type="checkbox"/> Excited <input type="checkbox"/> Distinct <input type="checkbox"/> Whispered <input type="checkbox"/> Soft <input type="checkbox"/> Stutter <input type="checkbox"/> Deep <input type="checkbox"/> Deep Breathing	<input type="checkbox"/> Accent <input type="checkbox"/> Angry <input type="checkbox"/> Normal <input type="checkbox"/> Rapid <input type="checkbox"/> Nasal <input type="checkbox"/> Lisp <input type="checkbox"/> Ragged <input type="checkbox"/> Cracking Voice <input type="checkbox"/> Familiar <input type="checkbox"/> Clearing Throat <p>Background Sounds:</p> <input type="checkbox"/> Street Noise <input type="checkbox"/> Cracking <input type="checkbox"/> Voices <input type="checkbox"/> P. A. System <input type="checkbox"/> Music <input type="checkbox"/> Other <input type="checkbox"/> House Noises <input type="checkbox"/> Motor	<input type="checkbox"/> Office Equipment <input type="checkbox"/> Clear <input type="checkbox"/> Static <input type="checkbox"/> Factory Machinery <input type="checkbox"/> Animal Noises <input type="checkbox"/> Local <input type="checkbox"/> Long Distance <input type="checkbox"/> Booth <p>Threat Language:</p> <input type="checkbox"/> Articulate <input type="checkbox"/> Foul <input type="checkbox"/> Irrational <input type="checkbox"/> Incoherent <input type="checkbox"/> Taped <input type="checkbox"/> Message read by threat maker <input type="checkbox"/> Computerized
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<i>If the voice is familiar, who did it sound like?</i>					
Remarks					
Call reported to:		Date:			
Name or person receiving call:		Telephone Number:			
Position:					



Revision Log

Revision Log				
Rev. No.	Requested By	Approved By	Revised By	Rev. Date
0	Initial issue; requested by M. Neal		J. Anderson	12/1/2011
1	Peer review		J Anderson	2/16/12
2	Facility review		J. Anderson	2/23/12
3	Facility review	J. Anderson	Reese Withers	2/24/2012
4	ISO Workflow	Mike Neal		3/1/2012
5	Review Cycle	HSS Director	SME and PMO	5/12/2016
6	Ron Bigelow	Hamp Plowden	Tommy Brown	6/4/2018
7	Review date past due	PMO	PMO	6/30/2021
