

Bomb Threat

A bomb threat could be written, e-mailed, communicated verbally or received by phone. The majority of bomb threats are delivered by telephone. Generally, a bomb threat call is made for one of two reasons:

1. The caller has definite knowledge about the explosive device and wants to minimize personal injury.
2. The caller wants to disrupt normal activities by creating anxiety and panic.

Bomb threats can be and are received by government offices, businesses, schools, recreation facilities, shopping centers, theatres, train stations, manufacturing plants, retail stores, and private residents. Law enforcement officials treat these threats very seriously and will investigate and prosecute offenders.

Check with security / safety department officials to determine what procedures are in place for dealing with these types of incidents at your school or place of employment.

If you receive a telephoned bomb threat:

1. Remain calm, listen carefully. Make a mental note to remember specific characteristics of the caller.
2. Obtain as much information as possible.
3. Notify security staff.
4. Alert your work supervisor.
5. **Call 911 and report the incident to Kenner Police.**
6. Evacuate if necessary or ordered.

If you receive a hand-delivered or written bomb threat:

1. Remain calm. Listen carefully. Make a mental note to remember specific characteristics of the person who delivered the note.
2. Avoid touching the envelope, letter / note.
3. Notify security staff.

FOR MORE INFORMATION, CONTACT:

**City of Kenner Office of Emergency Management (504) 471-2100
OEM@KENNER.LA.US**

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4. Notify your work supervisor.
5. Evacuate if necessary or ordered.

Bomb Threat Response:

1. All bomb threats should be promptly reported to Police.
2. The person receiving the bomb threat will meet with First Responders and provided detailed information on the caller or person who delivered the threat.
3. Facility personnel will assist First Responders in any facility search. These individuals are most familiar with the facility and particular work areas and will be able to identify out-of-place articles.
5. **Use of portable radios and cellular phones in the area surrounding the facility where the device is located should be avoided.**

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