Information for Instructors

How to use this program
This Resource CD-Rom is part of the “Bomb Threat” video-based training program for security and maintenance personnel, school officials, building management, government officials, fire and police, crisis management teams, and others who may respond to bomb threats. The program is designed to train building staff and public safety personnel about proper response procedures to bomb threats received by phone, mail, e-mail, fax, or left as notes.

Included in the package are a 30-minute DVD (or video) as well as a CD-Rom containing the following materials:

- 1 74-slide Power Point presentation with an estimated presentation time of one hour. The actual time will depend on how it is customized by the Instructor. The Power Point is completely customizable – the Instructor can add notes and add or delete slides as necessary to make the material better suited to the audience.
- 1 Power Point presentation that serves as a post-seminar quiz or, alternatively, as the basis for a wrap-up discussion. Again, this presentation is completely customizable.
- Several pertinent documents in .pdf format that are relative to the topic.

As Instructor for the course, we recommend that you become familiar with the Bomb Incident Plan for the facility and with procedures for alerting, search, communication, and evacuation. We recommend that you watch the DVD ahead of time, and take time to customize the Power Point slides for both the main presentation and the quiz as necessary. You will also want to review the resources on the CD-Rom to determine which will be helpful to you as you present the course. If you have purchased this program from Emergency Film Group, we grant you permission to make copies of all resources for each person in each of your classes.

Summary of documents

- Model Procedures Guide
  Serves as a template for organizations and facilities that need to develop a Bomb Incident Plan.
- Bomb Threat Checklist
  List of questions the intake person should ask of a caller who makes a bomb threat. Also tells the intake person what to listen for to get clues as to the identity and location of the caller
- Search Procedures
  Based on a publication from the Massachusetts State Police Bomb Squad, this article gives tips on how to organize and train search teams and how to conduct a bomb search
- WMD/Hazmat Threats
  This article gives a brief overview of the types of WMD hazards that could be involved in a bomb threat incident.
- References
  Articles and other reference materials used to create this program