

BOMB THREAT PROCEDURE

PERSON RECEIVING THE CALL :

- * Collect as much information as time allows.
- * Ask caller to repeat the message.
- * Write down time of call to gauge length of time we have to evacuate building.
- * Ask where in the building bomb is located.
- * Ask size of bomb and if caller constructed it.
- * Note any sounds that detect location of caller (sound of train, traffic noises, etc.).
- * Note any information to identify caller, i.e. accent.

AFTER CALLER HANGS UP, CALL E-911 :

- * Then call County Administrator and then Department Head/Next-in-Command.
- * County Administrator will undertake the evacuation of the building.
- * All staff follow evacuation procedure.

E-911 will respond and County Administrator (or in his absence Finance-Benefits Officer) will coordinate response.

Adopted: 06/05/1996

Reviewed and Approved by Safety Committee: 05/17/01