

PERSONNEL  
EMPLOYEE PROTECTION/SAFETY

Bomb-threat Procedures

In the event that a bomb threat or warning is received by phone or by mail, the primary consideration is for the personal safety of employees and authorized visitors. Therefore, any such threat or warning shall be acted upon as a true statement of fact.

A. Phone contact

1. Each employee shall receive a copy of the Police Dept. bomb-threat information list. Staff should be familiar with it. The employee receiving the threat should try to get as much information as possible, particularly when the bomb will go off, where it is, what it looks like, what will set it off. He/she should concentrate on verbal and background noise clues to pass on to the authorities later.
2. If the threat is immediate, the employee should dial 75 and announce, "A bomb threat has been received. Evacuate the building." Staff should leave the building immediately from wherever they are.
3. If the threat is not immediate, the employee will notify the executive office as soon as possible so they can decide whether to evacuate the building or call the authorities to search.
4. The Fire Marshall will notify the proper authorities.

B. Mail threat

1. Any employee receiving a bomb threat in the mail will immediately notify the Executive Office.
2. Any employee receiving a suspicious package will notify the Executive Office immediately.
3. The Fire Marshall will notify the proper authorities.

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