

[AGENCY NAME]

## BOMB THREAT POLICY

This policy and procedure has been developed to provide direction in a time of crisis. The outline will assist the contacted individual to take the necessary steps in getting the affected employees to safety as soon as possible, and to contact the appropriate administrative and security agencies to provide them with the most detailed information possible regarding the bomb threat.

This document should be posted in a conspicuous place within each of the organization's offices/divisions. This is the official agency policy to be followed in the event that a bomb threat is received. The document is self-explanatory; however, persons within the office should be made aware of its location and be directed to read and understand it.

### [AGENCY NAME] BOMB THREAT PROCEDURE:

#### THE RECIPIENT OF A BOMB THREAT SHOULD TAKE THE FOLLOWING ACTION:

1. TAKE INFORMATION FROM CALLER
  - a. Ensure that all information from the caller is documented.
2. IF THREAT INDICATES LESS THAN 20 MINUTES OF DETONATION OF DEVICE
  - a. Use fire alarm system to notify law enforcement
  - b. Evacuate all clients and staff
  - c. Notify senior staff and law enforcement (indicate not a fire), when safely away from home
3. IF THREAT INDICATES MORE THAN 20 MINUTES OF DETONATION OF DEVICE, STAFF MEMBER RECEIVING THE CALL WILL NOTIFY SENIOR STAFF PERSON AT THE SITE LOCATION:

SENIOR STAFF NAME	POSITION	PHONE NUMBER

- a. THE SENIOR STAFF PERSON WILL NOTIFY LAW ENFORCEMENT AND OVERSEE EVACUATION OF THE BUILDING
- b. SENIOR STAFF PERSON IS RESPONSIBLE FOR NOTIFYING ALL STATE AGENCIES WITHIN THE THREATENED BUILDING TO EVACUATE
- c. SENIOR STAFF PERSON WILL NOTIFY DEPARTMENT HEAD, LAW ENFORCEMENT