

BOMB THREAT PROCEDURES – DURING NON-WORKING HOURS

Courses of Action – Depending on the Circumstances

<u>BOMB THREAT</u>		<u>CONCURRENT ACTIONS</u>		<u>IF NO BOMB FOUND</u>
Action	Reaction	Emergency Team	Employee Related	
Suspicious Package Found	Advise police and responsible building authority	No Emergency Team on Duty	Warn any employees of the bomb threat and have them watch for suspicious packages	Maintenance staff conduct a detailed search of: 1. Public areas 2. Evacuation routes 3. Maintenance and utility areas 4. cursory search of office areas If police dogs, or explosive detection are available, have building searched by them If no detonation takes place by the next working day, request that all employees carefully search their office areas when reoccupying the building
-or-			Sound fire alarm	
Telephone Bomb Threat			Call Police	
-or-			Evacuate building	
Note Threat			Restrict entry into the building	
			Advise responsible building authority	
			Move maintenance employees to another building	

AA-2-3-1

KYEOP-22-04

TAB AA-2-3
BOMB THREAT PROCEDURES – DURING NON-WORKING HOURS