

**BOMB THREAT PROCEDURES – DURING WORKING HOURS**

Courses of Action – Depending on the Circumstances

<b><u>BOMB THREAT</u></b>		<b><u>CONCURRENT ACTIONS</u></b>		<b><u>IF NO BOMB FOUND</u></b>
<b>Action</b>	<b>Reaction</b>	<b>Emergency Team</b>	<b>Employee Related</b>	
Via Telephone	<p>Keep caller on line as long as possible and obtain as much information as possible</p> <p>Have call traced/recorded by police</p> <p>Advise supervisor immediately</p>	<p>Activate emergency center</p> <p>Activate bomb threat control team</p> <p>Advise security staff and responsible building authority</p> <p>Notify police and fire departments</p>	<p>Warn employees of danger. Have them visually check their work spaces and lock up</p> <p>Restrict entry into the building</p> <p>Restrict elevator use to handicapped (down only)</p>	<p>Bomb threat control team searches public areas and evacuation routes more thoroughly</p> <p>Maintenance staff conduct a detailed search of maintenance and utility areas</p> <p>Have employees reexamine offices for suspicious objects</p>
Via Note or Mail	<p>Minimum handling of letter/note (fingerprints)</p> <p>Advise supervisor immediately</p>	<p>Evaluate threat</p> <p>Bomb threat control team searches evacuation routes</p> <p>Bomb threat control team searches common and public areas</p> <p>Maintenance personnel search utility areas</p>	<p>Employees evacuate</p>	<p>If no bomb found resume work</p>

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TAB AA-2-2  
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