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| **BOMB THREAT** |  |  |
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| **Employee (Reported by the Employee)** |  |  |
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| **Phone Call** |  |  |
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| 1. | Upon receipt of a bomb threat (via phone call), employee will take note of all the information given about the threat (see next page). |
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| 2. | Do not hang up the phone when the call is completed. Keep the line open or place it on “HOLD”. |
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| 3. | Immediately contact Security (ext. 1234) and advise them of the call. |
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| **Letter** (Threat reported by Letter) |
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| 1. | When receiving a threat in the mail, limit the number of persons who have touched the letter to an absolute minimum. This will help preserve the item as evidence so that it can be processed for fingerprints, etc. |
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| 2. | Immediately contact Security (ext. 1234) and advise them of the call. |
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| **Security (Role of Security)** |  |  |
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| 1. | Upon notification of bomb threat, Security shall get the details of the threat. |
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| a. | Facilities Managers should report any suspicious packages to Security immediately. Do not move or touch any suspected package. Employees shall also refrain from using cell phones or 2-way radios during a bomb threat. If a package is seen, the office, rooms or mfg. space surrounding the immediate area of the package will need to be evacuated immediately. |
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| b. | Security will notify the Security and appropriate authorities and will initiate evacuation. In addition to contacting the in2vate Incident Commander, the Security will call 911 advising local emergency services authorities of the situation about the bomb threat or suspicious package, and request local emergency services assistance.  Local emergency services authorities should receive updated information upon their arrival. |
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| 2. | Security at the time the bomb threat is made will: |
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| a. | Meet with law enforcement officials at the time of their arrival. |
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| b. | Building searches will be conducted by law enforcement officials utilizing appropriately trained officers and bomb detecting dogs. |
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| c. | Law enforcement officials will determine when buildings are "All Clear" and will notify appropriate persons when this determination has been made. |
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| **Expected Impact** |  |  |
|  | Since this is only a threat, it is assumed that there are no injuries or damages |
|  | Affected buildings will be closed temporarily |  |
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| **Action Steps** |  |  |
| **** | Consider Evacuation and/or Evacuate threatened buildings/areas |
| **** | Prosecute all hoaxes |
| **** | The Crisis Management Team will not be assembled and the Emergency Operations Center is not activated (Level 1 – Minor Incident) |