



SECTION: RM
TOPIC: EMERG PROC 01
BOMB THREAT
FEBRUARY, 2002

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: EMERGENCY PROCEDURES BOMB THREAT

IN THE EVENT OF A BOMB THREAT:

If you observe a suspicious object or potential bomb in the building, DO NOT HANDLE THE OBJECT. IMMEDIATELY DIAL 911.

If bomb threat is received over the phone or the TTY, write down all information. DO NOT HANG UP THE PHONE. Leave the TTY unit and dial 911 from another phone or ask someone else to dial 911.

If a written threat is received, save all materials. Avoid unnecessary handling. Dial 911.

911 Center issues instructions over public address system as to how to proceed. If an order to evacuate the building is given, take the following steps:

1. Leave the building via the nearest stairway. Do not use elevators.
2. Secure any cash registers.
3. Close the door of your office as your leave. Do not return for coats, purses, etc.
4. Keep calm. Proceed in single file. Use handrails. Stay to the right.
5. When you exit the building, please proceed to your department's designated assembly area.
6. Do not return to the building unless instructed by Emergency Personnel or Facilities Management.

PERSONS WITH DISABILITIES:

Proceed to nearest designated assistance shelter area. Employees should be alert for persons with disabilities who may need assistance.

END OF PROCEDURE