Procedure: Bomb Threat	**Last Update:** June 2013

References: Security and Safety Committee Policy, Threat Report

Purpose: To implement safety practices regarding response to a bomb threat.

Procedure: Bomb Threat

A. Response to a Bomb Threat
A bomb threat may be received via telephone, Email, letter, or other means of communication.

1. When the bomb threat is received by:

   Telephone
   Try to keep the caller on the line.
   Gather as much information as possible. Use the Threat Report if possible.
   Immediately activate any telephone recording capabilities.

   Voice mail or Email
   Do not delete or alter the message.

   Letter
   Avoid handling the letter and envelope.
   Do not alter the letter and envelope.

2. Notify emergency responders immediately in the following manner:

Administration and Courts Building	Weekdays, 6 AM to 6 PM All other times	Extension 6000 911
Human Services Building or Laramie Building	Weekdays, 8 AM to 6 PM All other times	Extension 6000 911
All other County Facilities		911

3. After notifying emergency responders, notify your supervisor. Remain available to answer questions that emergency responders personnel and other first responders may have.

4. Visually scan your work area for any suspicious, unusual, unfamiliar or out of place objects. If you observe such an object:
   a. Do not touch or move it.
   b. Keep others away and calmly evacuate the immediate area.
   c. Immediately communicate this information to responding law enforcement personnel.

5. Other than scanning your work area, do not conduct any sort of physical search for a device unless instructed to do so by law enforcement personnel.

6. Be prepared to evacuate the building in accordance with the Building Evacuation procedures should the incident commander or other responsible official so direct.