

|                                  |                                     |
|----------------------------------|-------------------------------------|
| <b>Procedure:</b><br>Bomb Threat | <b>Last Update:</b><br>January 2009 |
|----------------------------------|-------------------------------------|

**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 law enforcement immediately in the following manner:

|   |   |  |
|---|---|--|
| Administration and Courts Building          | Weekdays, 6 AM to 6 PM<br>All other times | Extension 6000<br>9-911 from County land line<br>911 from all other telephones |
| Human Services Building or Laramie Building | Weekdays, 8 AM to 6 PM<br>All other times | Extension 6000<br>9-911 from County land line<br>911 from all other telephones |
| All other County Facilities                 |   | 9-911 from County land line<br>911 from all other telephones                   |

3. After notifying law enforcement, notify your supervisor. Remain available to answer questions that law enforcement 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.