

Telephoned threat that bomb or other weapon has been planted in building:

- Use bomb threat checklist (*see Bomb Threat Checklist page*).
- After caller hangs up, use same phone to trace call. If you are using touch tone line, depress switch hook and dial *57. If the line is pulse or rotary, depress switch hook and dial 1157.
- Call 911 and notify _____
Crisis Team Coordinator
in _____ at _____.
Office # Work/Mobile/Page #
- Crisis Team Coordinator may order evacuation of all persons inside building depending on threat assessment and evaluation (*evacuation procedures listed under Evacuation/Relocation Centers section*).
- Crisis Team Coordinator will notify _____ in _____
Public Information Designee Office #
at _____.
Telephone numbers (work, mobile, home)
- Crisis Team Coordinator will notify employees and guests when they may re-enter area upon the advice of Fire Officer in Charge.
- Crisis Team Coordinator must report incident to Fire Marshal.

Suspicious package/mailed bomb threat:

- Call 911 and notify _____
Crisis Team Coordinator
in _____ at _____.
Office # Work/Mobile/Page #
- Crisis Team Coordinator will notify _____ in _____
Public Information Designee Office #
at _____.
Telephone numbers (work, mobile, home)
- Put envelope or package down and evacuate the area.
- Close off room or area where letter or package is located.
- Isolate person(s) who touched suspicious package, were in same area as the package, or witnessed delivery of package, until interviewed by investigative health and/or emergency response authorities.
- If a potentially harmful substance is suspected to be in package advise isolated person(s) to remain calm and wash skin from elbows down using soap and water.
- Supervisors should compile full name, address and telephone numbers (work and home) of isolated person(s) and notify emergency contact of person(s).
- Crisis Team Coordinator will notify employees and guests when they may re-enter area upon the advice of Fire Officer in Charge.