

## 4-04/070.00 Bomb Threat

When information is received regarding a bomb threat, security personnel shall immediately notify their supervisor and begin implementation of the bomb threat notification procedure.

### **BOMB THREAT**

#### **CRITICAL TASK LIST**

##### **1. RECEIPT OF A BOMB THREAT**

- Get as much information as possible about the bomb and the person making the threat
- Advise supervisor

##### **2. EVACUATION OF THE BUILDING** - The decision to evacuate an area prior to a search for an explosive is the responsibility of the Branch Supervisor following notification to the Presiding Judge.

- Secure access into the building
- Do not use radios or cellular telephones

##### **3. BUILDING SEARCH**

- Organize type of search and search teams
  - Search without evacuation
  - Partial evacuation with search
  - Total evacuation and search
- Assign search areas
- Conduct search

##### **4. DISCOVERY OF SUSPECTED BOMB**

- Advise search coordinator immediately
- Do not use radio to report any suspected object
- Secure immediate area
- Notify responding police agency

##### **5. CLEAR AREA**

- If no bomb is found, advise supervisor
- If cleared to reoccupy, advise all security personnel so public and staff can be admitted

##### **6. COMPLETE AND SUBMIT ALL APPROPRIATE REPORTS**

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