

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
