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**