

	DEPARTMENT OF ADMINISTRATIVE SERVICES POLICY MANUAL ISSUING DIVISION: FACILITIES DIVISION	NUMBER 125-6-341
	APPROVAL:	EFFECTIVE DATE February 1, 2000
SUBJECT: BOMB THREAT PROCEDURES	PAGE 1 OF 2	

PURPOSE: To ensure a safe and orderly response if a bomb threat is received by any state agency occupying space in stated buildings owned or managed by the Department of Administrative Services (DAS).

POLICY: The personal safety of any employee should not be jeopardized. If there is reason to believe there is imminent threat of an explosion, the agency administrator, top manager on duty, or the DAS Operations & Maintenance Manager should have the area evacuated. Inform employees of the Bomb Threat Response Procedures and provide, to appropriate employees, the Oregon State Police Bomb Threat card. Post *Bomb Threat Response Procedures* (attached) for all employees or give copies to key staff, such as managers and receptionists.

PROCEDURE:

Responsibility

Action

- | | |
|---|---|
| Person Receiving Call | <ol style="list-style-type: none"> 1. Uses Oregon State Police <i>Bomb Threat Card</i> to write down information on the call and caller. (Obtain the card from Oregon State Police). 2. Tells the supervisor or top manager on duty and building's Site Emergency Coordinator (SEC).
 In Salem: Call State Police (Capitol Mall Patrol Office (503) 986-1122).
 After hours: Call Capitol Mall Patrol Office at (503) 986-1122.
 Outside Salem: Call local police (911). Explain and follow their instructions. |
| Top manager on duty
And DAS O&M
Manager | <ol style="list-style-type: none"> 1. Takes charge in the emergency and alerts the DAS O&M Manager. In Salem, (503) 378-3664; in Portland, (503) 731-4062. In multi-tenant buildings, DAS O&M Manager coordinates bomb threat response with top manager on duty. 2. May consult with law enforcement and the building's SEC to determine whether to evacuate the building. |

ResponsibilityAction

Top manager on
duty and DAS O&M Manager

3. If the decision is to evacuate, the SEC shall inform Evacuation Coordinators to have their co-workers first check their work areas for unrecognized items before evacuating.
4. Establishes a method to communicate information to employee in the event a decision is made not to evacuate the building.
5. Serves as a contact for law enforcement. Documents any information that may be of value in an investigation.

