

**TAB J
BOMB THREATS**

1. PURPOSE: To establish an operational procedure for the Joint Forces Headquarters in Salem, Oregon as used in implementing an Emergency Action Plan (EAP) concerning a bomb threat for the assigned facility.

2. RESPONSIBLE DIRECTORATE: The Director of State Personnel (AGP) and Director of Installations (AGI) are responsible for the maintenance of this Emergency Action Plan.

3. REFERENCES: FEMA, <http://www.fema.gov/hazard/terrorism/exp/index.shtm>

4. GENERAL INFORMATION: Each workstation shall have a Military Department or Oregon State Police bomb threat card next to the phone for easy access. In addition, the mail area shall have a postal bomb threat card clearly posted.

5. RESPONSIBILITIES:

a. All Employees.

- (1) Complete bomb threat card with the information provided to you including time of call, sex, and words of the caller. Describe the voice (e.g. calm, nervous, accent, and speech impediment), background noise (e.g.: music, running motor, traffic noise, aircraft noise).
- (2) Notify your Emergency Evacuation Coordinator or supervisor/manager immediately.
- (3) Call 911

b. Directorates.

- (1) Ensure employees within the directorate are trained and familiar with this operating instruction.
- (2) Ensure employees have a bomb threat card near their phones
- (3) Designates an Evacuation Coordinator.
- (4) Evacuation of their specific portion of the facility if necessary.
- (5) Safeguard confidential papers, files, and documents.

c. Managers/Supervisors.

- (1) Immediately notify Directorate and Site Evacuation Coordinator of bomb threat.
- (2) Notifies AGI at ext 3530 who will notify EOC at ext 2800, AGP at ext 3581 and Chief of Staff at ext 3639.
- (3) Evacuate all employees if necessary.

d. Evacuation Coordinator.

- (1) Will be appointed by their Directorates
- (2) Create plan for their designated office and ensure co-workers are aware of plan.
- (3) Wear an orange vest for easy identification.
- (4) Responsible for ensuring employees in their designated work areas have left the building if necessary.
- (5) Compile an accurate head count of all employees or visitors that are present and accounted for.
- (6) Report information to Site Emergency Coordinator either by phone/radio or in designated spot in Parking Lot if evacuated.

e. State Safety Manger/Site Emergency Coordinators.

- (1) Will wear an orange vest for ease of identification.
- (2) Responsible for the emergency radio for communication with the COT.
- (3) Compile an accurate head count of all employees or visitors that are present and accounted for.
- (4) Ensure employees are clear of the facility if evacuated.
- (5) Report this information to the COT.
- (6) In coordination with the COT and Security Officer, collect and write down all information available for use in future investigations and be prepared to provide a report if needed to investigating police officers.

f. Chief of Staff.

- (1) OR his designee will act as Commander of Troops (COT) for the JFHQ.
- (2) The COT will be stationed in the NW corner of the parking lot and will receive headcounts from each Evacuation Coordinator if evacuation is necessary.
- (3) Release tenants to return to the building or to go home.
- (4) Work with on-scene investigators

g. State Security Officer.

- (1) In coordination with the COT and State Safety Manager, collect and write down all information available for use in future investigations and be prepared to provide a report if needed to investigating police officers.

6. EXIT THE FACILITY:

- (a) When exiting, follow the designated escape routes. Take any visitors you may have with you.
- (b) Avoid high Risk areas, when possible.
- (c) Do not lock doors; the fire department may need access to that area.
- (d) Assemble in the pre-designated safe area (see Tab C). **DO NOT RE-ENTER THE FACILITY FOR ANY REASON.**
- (e) Site Emergency Coordinator must report personnel status to the COT or designated representative on the northwest side of the JFHQ as quickly as possible.
- (f) Stay in your assembly area until released by the COT or the fire department.

7. DAILY SECURITY CHECKS: Designated security personnel are required to conduct daily inspections at the end of the each workday to include the following:

- (a) Ensure arms vaults are locked and IDS has been activated and the **SF 702** has been properly annotated.
- (b) Ensure classified containers are closed, locked, and the **SF 702** has been properly annotated.
- (c) Ensure vehicles and vehicle compounds are locked.
- (d) Ensure lights have been turned off and security light is on.