

 STATEWIDE POLICY	NUMBER 107-011-341	SUPERSEDES Policy 125-6-341 February 1, 2000
	EFFECTIVE DATE February 1, 2000	PAGE NUMBER Pages 1 of 3
Division Enterprise Asset Management	REFERENCE	
Policy Owner Facilities		
SUBJECT Bomb Threat Procedures	APPROVED SIGNATURE On File	

PURPOSE

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

APPLICABILITY

Any Tenant Agency, employees and visitors occupying facilities owned, operated, or leased by the Department of Administrative Services (DAS).

FORMS/EXHIBITS/INSTRUCTIONS

Bomb Threat Response Procedures desktop brochure (attached).

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. |

Top manager on
duty and DAS O&M
Manager (continued)

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.

PLEASE POST OR DISTRIBUTE

BOMB THREAT RESPONSE PROCEDURES

1. Person receiving call:
 - a. Records information as per Oregon State Police *Bomb Threat Card*;
 - b. Tells agency top manager on duty;
 - c. Tells building Site Emergency Coordinator (SEC). (Phone number listed below).
2. Top manager on duty:
 - a. Calls State Police (Capitol Mall Patrol Office, (503) 986-1122) and DAS Operations and Maintenance Manager (In Salem, (503) 378-3664; In Portland, (503) 731-4062
 - b. After hours, call, Capitol Mall Patrol Office, (503) 986-1122
3. Top manager on duty confers with law enforcement to decide whether evacuation is appropriate, and notifies Operations and Maintenance Help Desk at 503-378-3664.
4. Before evacuating employees:
 - a. Check work areas for unrecognized items.
 - b. Turn chairs on their side to show area has been checked.
 - c. Turn off any device that makes noise (unless abnormal wiring or something suspicious is attached).
5. In an evacuation, DO NOT USE ELEVATORS.
6. If possible, leave all doors or windows open to help relieve pressure and damage due to an explosion.
7. TURN OFF and DO NOT USE two-way radios or cell phones in or near the building.
8. Top manager on duty gives the "all clear" notice when the emergency condition is over.

If you find an unrecognized item, do not touch it!

Contact your Manager or Site Evacuation Coordinator at once.

Name of Building _____ Floor _____

Section Name _____

Site Emergency Coordinator (SEC) _____
Name Phone