



**DEPARTMENT OF CORRECTIONS
Institutions**



Title:	Bomb Threats/Suspected Bomb Threats	DOC Policy: 40.1.5
Supersedes:	Procedure #4, Bomb Threats/Suspected Bombs dated 4/3/87	
Applicability:	All functional units	
Directives Cross-Reference:		
Rule:	Release of Public Information - Div 039	
Policy:	Unusual Incident Reporting Process - 40.1.6	

I. PURPOSE

The purpose of this policy is to establish the process for handling bomb threats and incoming mail, packages, and/or other deliveries in which a suspected bomb may be contained.

II. POLICY

A. Responsibilities

1. Each functional unit manager is responsible for making copies of this procedure continuously available to employees who routinely receive incoming telephone calls or who routinely handle incoming mail or other deliveries.
2. Each functional unit manager is responsible for developing and maintaining office, mailroom, warehouse, and/or building evacuation plans for the building or office for which he/she is responsible and for establishing communication and understanding with local police for obtaining police assistance.
3. Emergency Action Monitors (EAM) will be designated in each work area by the functional unit manager. No specific number of monitors is required, but a ratio of one (1) EAM per fifty (50) employees is recommended. The duties of the monitors upon being notified of an emergency will be as follows:
 - a. Notify all persons in the area of the alert;
 - b. Direct co-workers to the closest safe exit. EAM's should make certain that the designated exits are evenly distributed to avoid crowding in specific stairwells or exits;
 - c. Quickly check restrooms, vaults, or other areas where people may fail to hear alarms;
 - d. Discourage running to exits; and

e. Attempt to alleviate fear and panic by providing clear directions.

4. Bomb Threats:

a. An employee receiving a telephoned bomb threat will do the following, using Attachment 1 as a guide:

- (1) Do not transfer the call; keep the conversation going as long as possible;
- (2) Try to receive as much information from the caller as possible by using the check-off list of questions provided to gather information (see Attachment 1);
- (3) Notify the supervisor immediately after the caller hangs up; if the supervisor is not available, notify the next in command.

b. The supervisor will do the following:

- (1) Confer with the functional unit manager;
- (2) Evacuate the office/building or part of the building in which the suspected bomb may be located;
- (3) Call the State police and local police to relay the information received from the bomb threat caller;
- (4) Have a qualified police officer search the entire area; and
- (5) When the suspected bomb is located, allow the bomb squad to deal with the object.

c. The functional unit manager will notify the Administrator immediately.

5. Suspected Letter Bomb:

a. All employees routinely handling incoming mail, packages, and/or other deliveries are responsible for being aware of the characteristics of letter bombs as described below:

- (1) Unusual return address;
- (2) Unidentified senders;
- (3) Thickness of letter. If a letter does not return to its original shape when squeezed, it may contain plastic explosives which are the consistency of modeling clay;
- (4) A letter bomb may contain hard substances, tubular (blasting cap) or disc-shaped (hearing aid or watch battery) objects;

(5) A letter, package, or other delivery delivered in any unusual way should be viewed with suspicion.

b. If a suspected letter is found which fits the above description, DO NOT OPEN - CALL THE SUPERVISOR AT ONCE.

c. The supervisor will follow the steps outlined above in 4.b.

B. Reporting

The functional unit manager in control of the facility receiving a telephoned bomb threat or a suspected letter bomb will report such information following the procedure outlined in the Department of Corrections Rule on Release of Public Information and Policy #44 on Unusual Incident Reporting Process.

C. Evacuation

If evacuation is necessary, the functional unit shall follow the same evacuation procedure as outlined in the Fire Safety Procedure.

IV IMPLEMENTATION

This policy will be adopted immediately without further modification.