

Bomb Threat

722.1 PURPOSE AND SCOPE

This procedure applies to **any and all bomb threats** received, including those that may extend beyond the Department buildings or employees.

This policy and all employee actions shall be governed by the overriding concern for safety and security.

Each employee shall keep the County adopted "Threatening Call Checklist" readily available at his or her workstation at all times. Copies can be found on the this Department's "S-Drive" under the file name "Threatening Call Checklist."

722.1.1 RESPONSIBILITY

It is the responsibility of all staff to respond to a bomb threat received by him or her. Primary responsibilities in such an event include:

- Gathering as much information as possible concerning the potential threat.
- Immediately notifying his or her Supervisor or the next higher ranking staff person available of the potential danger.
- Calling **911** to inform emergency responders of the threat.
- Deciding whether to implement the Department's Emergency Evacuation Plan.

722.1.2 GATHERING INFORMATION AND EVACUATION

The following are the Department's procedures for gathering information about the threat:

- (a) When receiving threatening information, the employee should gather as much information as possible concerning the potential threat. Should the information come via a phone call, do the following:
 - Refer to the "Threatening Call Checklist" found on the Department's "S-Drive".
 - Keep the caller on the line as long as possible. Ask the caller to repeat the message. If possible, write down every word spoken by the person making the call.
 - If the caller does not indicate the location of the bomb or the time or possible detonation, the employee should ask the caller to provide this information.
 - It may be advisable to inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
 - Pay particular attention to any strange or peculiar background noises, such as motors running, background music and the type of music, and any other noises that might indicate the place from which the call is being made.
 - Listen closely to the voice (male/female), voice quality, accents and speech impediments.

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- (b) During the time the above information is being gathered, an attempt should be made to simultaneously inform the immediate Supervisor, or any Supervisor in the immediate area.
- (c) Once the information has been received and communicated to the Supervisor or Manager, steps shall be taken to notify the Chief Probation Officer.
- (d) Management and Supervisory personnel shall then coordinate to evacuate the building, using the evacuation procedures.
- (e) It is also the responsibility of Managers and Supervisors or designees to ensure that all personnel have been notified and the building has been evacuated

The building shall not be reoccupied for any purpose until an "all clear" has been issued by law enforcement.

In the event no Management or Supervisory personnel are in the building or can be contacted, the person receiving the emergency or threatening information shall, as soon as possible, have the building evacuated and call 911 to notify emergency responders of the threat and status of the building's evacuation. Once the building has been evacuated, efforts shall continue to be made to contact Managers or Supervisors.

Specialized assignments may be required of employees, depending on the scope and duration of the emergency.

722.1.3 DESIGNATED OUTSIDE GATHERING LOCATIONS

The designated meeting places shall be:

- Employee parking lot on the northwest side of the office located at 2780 E. Gibson Road (Bomb Threats for the field office located at this site).
- Employee parking lot on the northwest side of the office located at 2780 E. Gibson Road (Bomb Threats for the Juvenile Detention Facility) for non-sworn staff. Minors and detention staff within the facility will meet in the outside recreation area of the facility.
- Employee parking lot on southwest side of the West Sacramento Regional Office complex located at 500 Jefferson Blvd. (Bomb Threats to the County office complex including the Probation field office located at this site).
- Parking lot of Woodland Public Library located at 250 First Street, Woodland.(Bomb threats for the main Probation Department office located in the Historic Courthouse at 725 Court Street, Woodland)

722.1.4 RECOVERY

The following guidelines are to be applied once it is determined that the Department facilities are safe to re-enter:

- (a) **Return to Building** -Management, in coordination with emergency responders, will verify structural and other safety-related concerns prior to re-entry. If re-entry is impossible due to safety concerns, the Chief Probation Officer will communicate with the County Administrator to designate an alternative work site. No re-entry to any

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building shall occur until the appropriate responding emergency agency has given the Chief Probation Officer or designee full clearance to do so.

- (b) **Clean-up and Restoration** - Clean-up and restoration will be coordinated by County General Services Department, with such assistance as can be provided by the Department.
- (c) **Business Interruption** - Business will be resumed at the earliest convenience, either at the regular site or an alternate location.