Bomb Threat Protocol

Verbal Threat

- Keep caller on phone, collect as much info as possible; document details on Attachment A
- Contact Central Control immediately
- Contact Central Control notifies Facility Administrator or Duty Administrator
- Facility Administrator or Duty Administrator notifies Law Enforcement

Written Threat

- Handle as little as possible; document details on Attachment B
- Contact Central Control
- Central Control notifies Facility Administrator or Duty Administrator
- Facility Administrator or Duty Administrator notifies Law Enforcement

Package

- Handle as little as possible; do not open or shake. Document details on Attachment B
- Contact Central Control, who calls for evacuation of area
- Central Control notifies Facility Administrator or Duty Administrator
- Facility Administrator or Duty Administrator notifies Law Enforcement
- Await “All Clear”