

CITY OF ESCANABA BOMB THREAT PROCEDURE

(Keep this under your telephone)

1. Remain Calm
2. **Operator** - Refer to yellow bomb threat check list to obtain information about the caller. Get attention of co-worker (Monitor #1) and give them blue card to immediately make the following calls:
 4. Library Circulation Desk, Ext 323
 5. Page Maintenance - 777-8875 (Fred Weissert), 777-0307 (Bill Johnson), and identify yourself and say "This is a Code Bomb Threat."

1. **Monitor #2** - (1st and 2nd Floor, and Circulation Desk Employees)

- A. Individually notify staff verbally of bomb threat.
 4. Leave **yellow** sticker on left side of doorway, verifying room checked.
 5. Leave **red** sticker on left side of doorway if area is suspicious.
 6. Evacuate building and scan offices and meeting rooms for citizens. Leave by closest exit - go to back parking lot, account for staff and wait for instructions.
 7. Report concerns about

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 4. Leave **yellow** sticker on left side of doorway, verifying room

3. **Monitor #1** - Notify the following that we have received a bomb threat:

1. 911
2. 1st Floor City Hall - Treasurer's Office, Ext. 309/310
3. 2nd Floor City Hall - Manager's Office, Ext. 240

- B. All employees instruct citizens/patrons to leave through closest door (Example: "We've had a bomb threat and we need you to leave the building.")

- C. Instruct Staff to scan work area and follow bomb procedures:

1. Do not move anything.
2. Note anything that may look suspicious.
3. Pay particular attention to unfamiliar items. possible missing staff to local office coordinator.

5. **Local Office Coordinator**- (City Manager or designee) should report to Public Safety Department Command Post.

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6. Evacuate building and scan offices and meeting rooms for citizens. Leave by closest exit - go to back parking lot, account for staff and wait for instructions.

7. Report concerns about possible missing staff to local office coordinator.

5. **Local Office Coordinator**- (City Manager or designee) should report to Public Safety Department Command Post.