

CITY OF ESCANABA
BOMB THREAT RESPONSE PLAN

Escanaba Public Safety - 911

1. **REMAIN CALM.**

2. **OPERATOR** - Refer to bomb threat check list. Get attention of coworker. Give coworker pre-typed card instructing coworker to notify management immediately to call 911, maintenance and other departments in building.

3. **MONITOR** - 1

Call 911 (note and record any instructions)

Page Maintenance - 777-8875 (Fred Weissert), 777-0307 (Bill Johnson) - Convey message given by public safety.

When paging maintenance - identify yourself and say “THIS IS A CODE BT, THIS IS A CODE BT.”

- 1. Fred Weissert
- 2. Bill Johnson
- 3. Joan Buckland
- 4. Joan Smith

Call other departments - identify yourself and say “THIS IS AN EMERGENCY, I NEED TO SPEAK WITH . . .”

Convey message given by Public Safety.

City Manager	1.	<u>Ext.</u> Tom Hallett	326	2.	Lorene Trotter
		240			
Human Resources	1.	Roger Good	319	2.	Tammy Artley
		402			
Comm.Dev./Planning	1.	Jim O’Toole	316	2.	Kim Peterson
		315			
Engineering	1.	Bob Becotte	314	2.	Bill Farrell
		313		3.	Tom Gardner
		312		4.	Terry Flower
		311			
LAN Administrator	1.	Patty Woerpel	302		

Assessor	1.	Elizabeth Keller	322	2.	Kevin Dubord
			321		
Controller	1.	Mike Dewar	300	2.	Debbie Jussila
			301	3.	Melissa Larson
			327		
Clerk	1.	Bob Richards	303	2.	Joan Norden
			194		
Utility	1.	Linda Buchanan	306	2.	Mary Vermote
			307	3.	Nancy Young
			308		
Treasurer	1.	Bob Valentine	305	2.	Tom St. Ours
			309	3.	Bob Stasewich
			310		
Library	1.	Mary Cary-Crawford	332	2.	Shirley Miller
			333	3.	Ardith Paarni
			334	4.	Patt Fitanttee
			328	5.	Children's
		Desk	329	6.	Reference
		Desk	463		
Maintenance	1.	Fred Weissert	338	2.	Bill Johnson
			410		

1. **MONITOR - 2**

- A. Individually notify staff verbally of bomb threat.
- B. Instruct employees to ask citizens/patrons to leave through closest door. (Example: "Because of a situation beyond our control, we will need you to leave.")
- C. Instruct staff to scan their work areas and follow bomb procedures.
- D. Procedures to Scan Assigned Non-Work Areas.
 1. Do not move anything.

2. Note anything that may look suspicious.
3. Pay particular attention to unfamiliar items.
4. Leave yellow sticker to left side of outside door frame (verify room checked).
5. Add red sticker to left side of outside door frame if suspicious area.
6. Evacuate bringing list of employees for roll call - LEAVE BY CLOSEST EXIT - go to back parking lot, account for staff and proceed to lobby of Delta County Building. Take coat, purse, etc.
7. Report concerns about possible missing personnel to local office coordinator.

2. Local Office Coordinator _____ should report to _____ assigned Command Post.

BOMB THREAT PROCEDURES

Personnel

- A. When notified, instruct citizen/patron to leave through the front door. (Example: because of a situation beyond our control, we will need you to leave.)
- B. Scan your immediate area - Maximum 5 minutes.
 1. Do not move anything.
 2. Note anything that may look suspicious and report it to monitor.
 3. Pay particular attention to unfamiliar items and report it to monitor.
 4. Leave yellow sticker on left side of outside door frame (verifying room checked).
 5. Leave red sticker on left side of outside door frame if any suspicious noted.
 6. Evacuate - LEAVE BY CLOSEST EXIT - go to back parking lot and wait for further instructions from monitor.

TELEPHONE BOMB THREAT CHECKLIST

Keep Calm: Do not get excited or excite others.

Time: Call Received _____ a.m./p.m.
Terminated _____ a.m./p.m.

Exact Words of Caller: _____

Delay - Ask caller to repeat

Questions You Should Ask

- A. Time bomb is set to explode _____
- B. Where located? _____
- C. Kind of bomb? _____
- D. Description? _____
- E. Why the bomb has been planted? _____
- F. What will set it off? _____

Voice Description

- | | | |
|----------------------------------|----------------------------------|--------------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female | <input type="checkbox"/> Angry |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nervous | <input type="checkbox"/> Middle-aged |
| <input type="checkbox"/> Young | <input type="checkbox"/> Old | <input type="checkbox"/> Rough |
| <input type="checkbox"/> Refined | | |

Accent: Yes No

Describe: _____

Speech Impediment Yes No

Describe: _____

Unusual Phrases _____

Recognize Voice? If so, who do you think it was? _____

Background Noises

Music Running Motor
type _____

Traffic Whistles Bells

Horns Aircraft Tape Recorder

Machinery
Other _____

Additional Information

1. Did caller indicate knowledge of the facility? If so, how? In what way? _____

2. What line did call come in on? _____

3. Is number listed Yes No Private number?
Whose? _____

Report call to Management ASAP

Signature _____ Date _____