

MEMORANDUM

October 21, 2002

TO: City Hall/Library  
Emergency Action Procedures Committee:  
Bob Valentine, Fred Weissert, Mary Crawford, and Al O'Dell

INFO: Tom Hallett, Interim City Manager

FROM: Roger Good, Human Resource Director

SUBJECT: Draft City Hall/Library Bomb Threat Procedures  
Next Meeting, October 28, 2002  
City Manager's Conference Room

As a result of our first meeting, please find attached the following:

Blue Bomb Threat Procedure Form - This form would initially be utilized by the operator and then given to Monitor #1 and would provide instructions on what both Monitor #1 and Monitor #2 would do in an event of a bomb threat.

Yellow Bomb Threat Form - This yellow form would be retained by the operator to obtain as much information about the caller as possible.

The blue and yellow form would be kept under each phone as well as a small supply of yellow and red stickers, which would be utilized by each employee as they left their work area. Please review the form prior to our next meeting.

Thank you for your help in this matter.