

OGEMAW COUNTY EMERGENCY PROCEDURES

BOMB THREAT PROCEDURES

The following procedures will be followed in the event of a Bomb Threat against the Ogemaw County Building and Courthouse.

I. NOTIFICATION

- A. When a bomb threat call is received, the person taking the call should attempt to make notes of the following basic details (*write them down*).
 - 1. Attempt to keep the caller on the line with calm conversation as long as possible.
 - 2. Listen for background noise or sounds, such as music, voices, traffic noises, aircraft, etc.
 - 3. Ask the caller for details, what time will the bomb explode, where will it explode, what type of bomb.
 - 4. Make notes if the caller indicates knowledge / familiarity of the building layout by their descriptions of locations.
 - 5. Immediately notify your supervisor and the Person In Charge, they will begin the proper emergency procedures, and notify the proper authorities.

2. EVACUATION

- A. Department heads and all personnel should look around their offices and work spaces for any unusual or suspicious devices, bags, boxes or wrapped parcels while preparing to evacuate the building. **DO NOT TOUCH ANYTHING SUSPICIOUS TO YOU!** Report it to your supervisor and the Person In Charge.
- B. The building emergency procedures for evacuation should be initiated immediately by the Person In Charge.
- C. Department Heads should take precautions for any of the vital records under their responsibility.

3. CONTROL CENTER

- A. The Person In Charge will establish a Control Center in the lobby of the Sheriff's office. All Department Heads need to report that the personnel they work with are all accountable.
- B. The Building Maintenance Department Head will deliver to the Control Center, a complete set of building plans and layouts.
- C. The Control Center will be the point where all information is given to Law Enforcement officials. Building searches will be conducted by the proper authorities, there may be situations when they need assistance, for information on individual offices and the contents within. Full Cooperation is Very Important.

MEMORANDUM

TO: Ogemaw County Department Heads

FROM: Nancy A. Hennard, District Court Administrator

SUBJECT: Security - Incoming Mail

DATE: January 5, 2000



Warning signs of questionable mail.

- Oily stains or discolored
- Odd weight
- No return address or odd return address
- Excessive postage
- Lopsided or uneven envelope or package
- Use of masking tape
- Wire or tinfoil protruding or suspected in envelope or package
- Mail marked Confidential/Personal
- Misspelling
- A title used, but no name
- Foreign mail, air mail, special delivery
- Handwritten or poor typing

Be aware that a lot of threats are made by mail. Please be cautious when processing mail. Call myself or Judge immediately if any questionable mail is received.

DO NOT OPEN IF QUESTIONABLE
DO NOT PASS AROUND IF QUESTIONABLE

Bomb Threat Procedures

Person receiving call uses checklist, notes all vital information, reports to site supervisor immediately.

Site supervisor calls 911.

If bomb may be inside the building, follow these steps:

- Check evacuation routes and evacuation area for unusual objects which may be a bomb. Do not touch anything that may be a bomb.
- Order evacuation. Announce by adult runner. Do not use intercoms, telephones, cell phones, hand-held radios, pagers, bells, or other electronic devices.
- When evacuating, all adult staff check visually for unusual objects which may be a bomb or anything not recognized as belonging in the classroom or school. Report anything unusual, but do not touch anything that may be a bomb.
- Do not turn lights off. Leave doors unlocked.
- Move to an evacuation area well away from the building. This may be a nearby open space, such as a park.

Because school personnel are most familiar with the school, they will be asked to assist in or actually conduct the search.

Follow the advice of law enforcement or bomb squad in determining when to call an "all clear" and return to classrooms.

Many school districts send a letter home with the students, describing the incident and the school's response.

Bomb Threat Check List

(To be completed by person receiving bomb threat call or notice.)

Date and time call received: _____
Exact words of person making threat (ask caller to repeat what he or she said - "I'm sorry, could you repeat that?") _____

Questions to Ask:

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your address? _____
9. What is your name? _____

Sex of caller: _____ Age: _____ Accent: _____ Length of call: _____

Caller's Voice. Check all that are appropriate:

<input type="checkbox"/> Calm	<input type="checkbox"/> Laughing	<input type="checkbox"/> Lisp	<input type="checkbox"/> Distinguished
<input type="checkbox"/> Angry	<input type="checkbox"/> Crying	<input type="checkbox"/> Raspy	<input type="checkbox"/> Accent
<input type="checkbox"/> Excited	<input type="checkbox"/> Normal	<input type="checkbox"/> Deep	<input type="checkbox"/> Whisper
<input type="checkbox"/> Slow	<input type="checkbox"/> Distinct	<input type="checkbox"/> Ragged	<input type="checkbox"/> Soft
<input type="checkbox"/> Rapid	<input type="checkbox"/> Slurred	<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Nasal
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Stutter	<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Loud
<input type="checkbox"/> Familiar? Whom did it sound like? _____			

Background Sounds. Check all that are appropriate:

<input type="checkbox"/> Street noises	<input type="checkbox"/> House noises	<input type="checkbox"/> Dishes banging
<input type="checkbox"/> Static	<input type="checkbox"/> Adult voices	<input type="checkbox"/> Children's voices
<input type="checkbox"/> Local call	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> PA systems	<input type="checkbox"/> Factory noises	
<input type="checkbox"/> Rapid	<input type="checkbox"/> Phone booth	

Language Used. Check all that are appropriate:

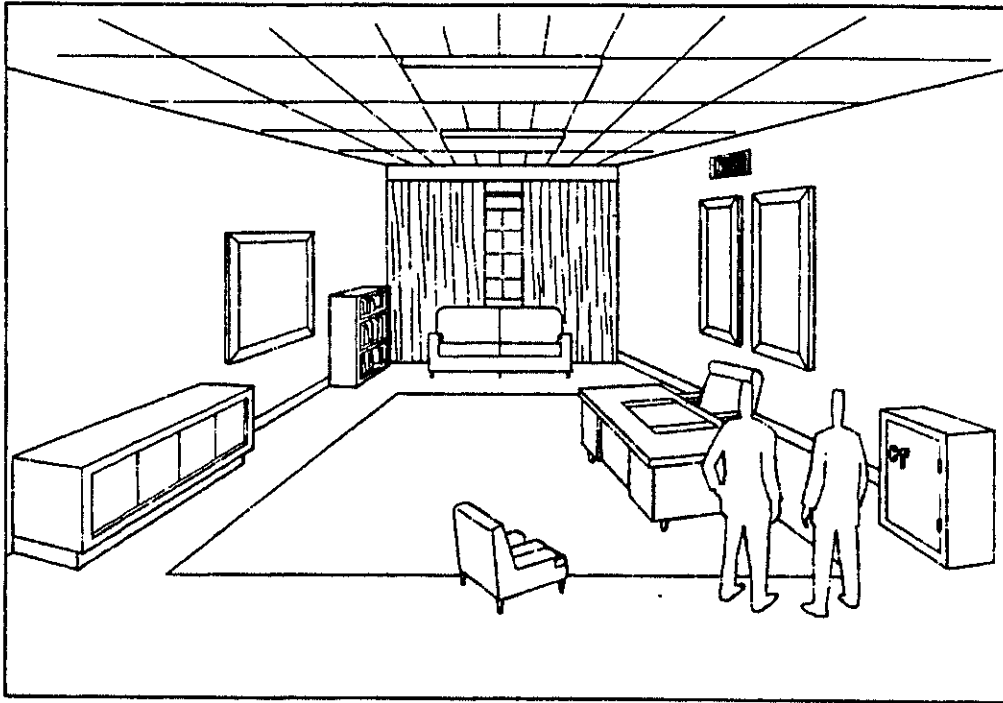
<input type="checkbox"/> Educated	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Irrational
<input type="checkbox"/> Foul/Swearing	<input type="checkbox"/> Message read by caller	<input type="checkbox"/> Message taped

Other. Use this space to write anything else not covered above:

Signature of employee taking the call: _____
Position: _____ Department: _____
Work phone: _____ Date: _____

Room Search Diagram 1

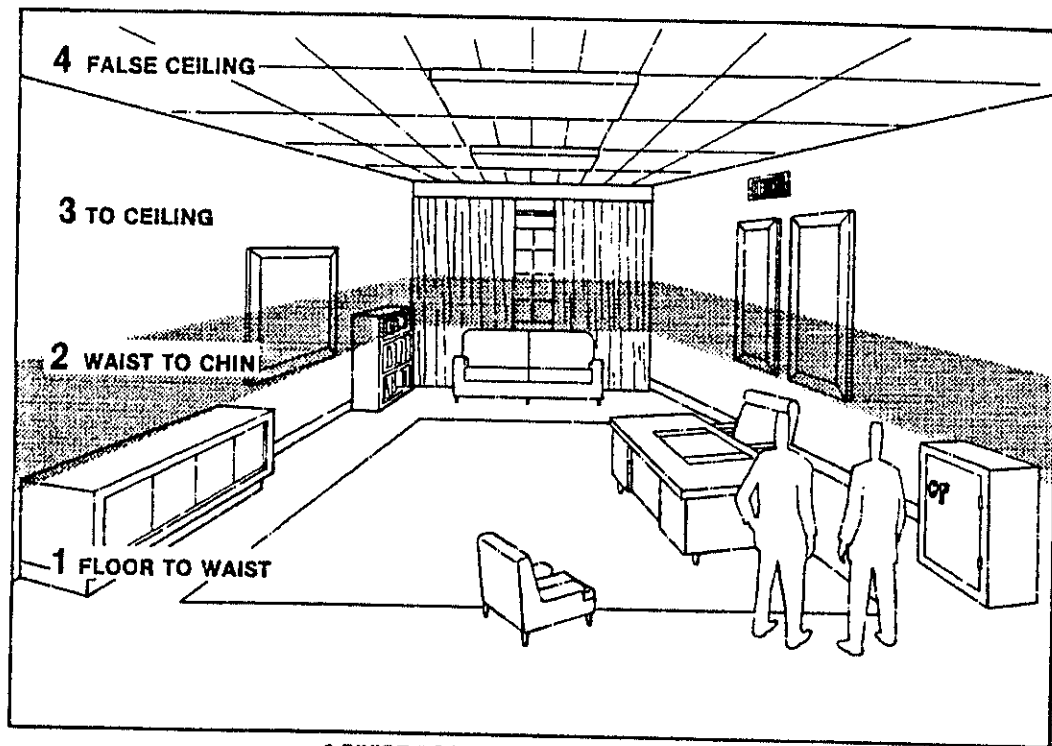
Stop & Listen



#1 ROOM SEARCH-STOP, LISTEN

Room Search Diagram 2

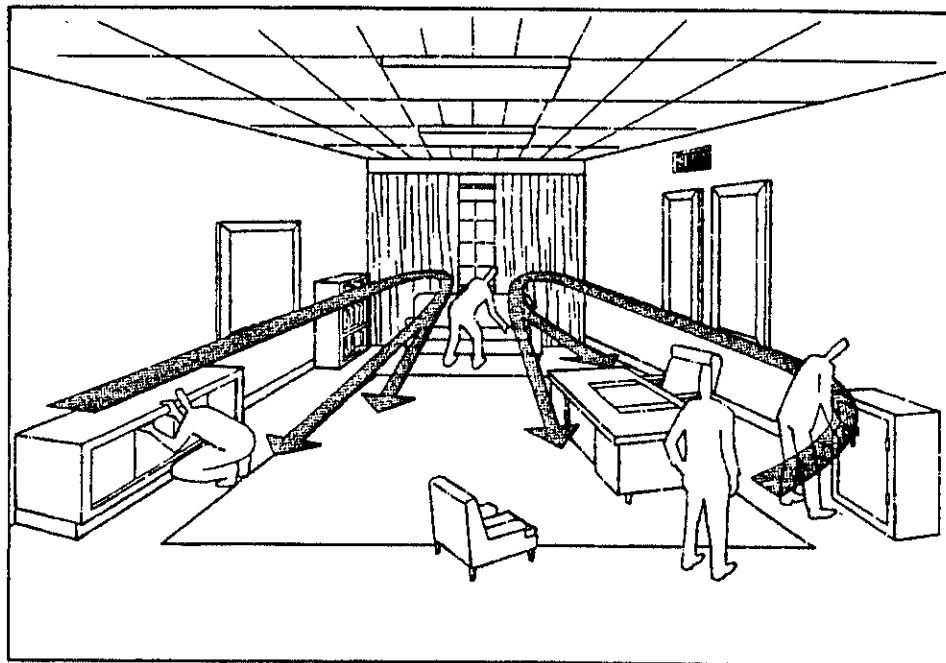
Divide Room By Height



#2 DIVIDE ROOM BY HEIGHT FOR SEARCH

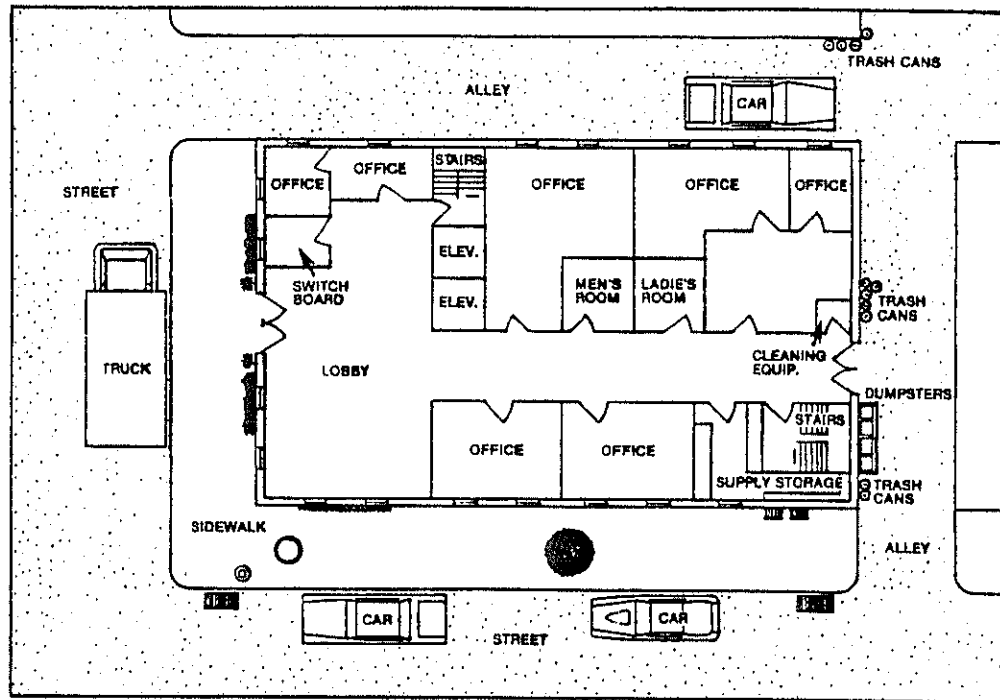
Room Search Diagram 3

Search by Height & Assigned Area
Overlap for Better Coverage



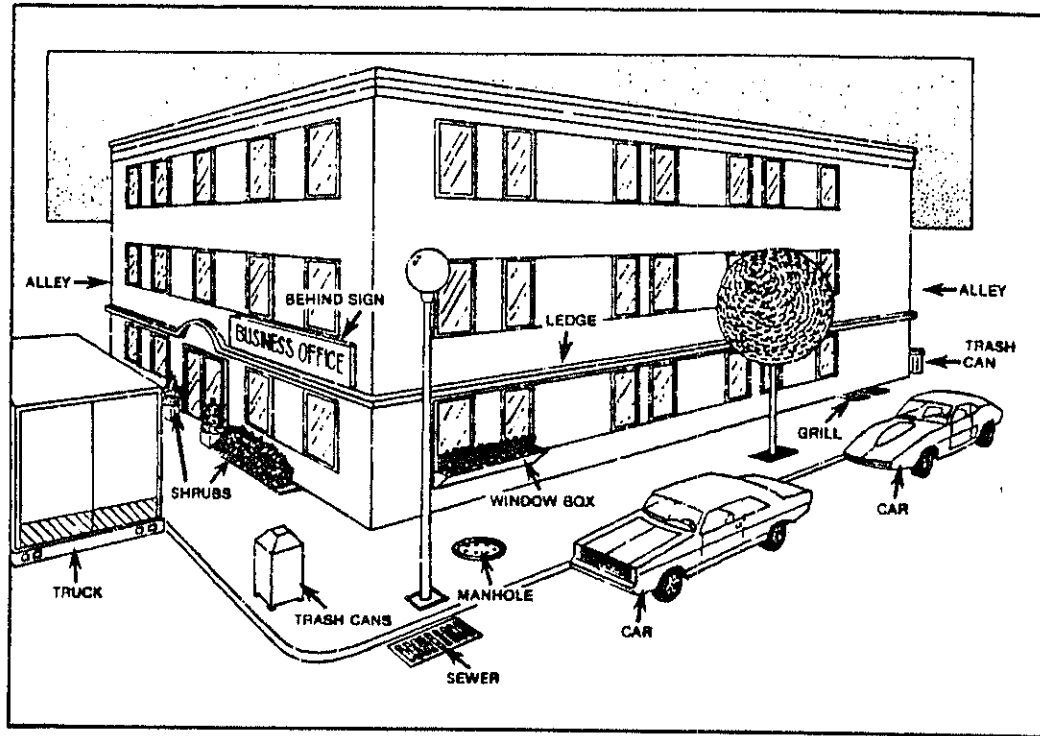
#3 SEARCH ROOM BY HEIGHT & ASSIGNED AREA,
OVERLAP FOR BETTER COVERAGE

Search of Internal Public Areas



#4 SEARCH INTERNAL PUBLIC AREAS

Outside Area Search



#5 SEARCH OUTSIDE AREAS

Suspect Package - Letter



WARNING! Suspect Letter and Package Indicators

