

Annex 11: Bomb and Suspicious Package Plan

Updated: April 2018

Table of Contents

Topic	Page Number
I. Introduction	2
A. Objective	2
B. Definitions	2
II. Procedures Handling Bomb Threats	2
A. Bomb Threats Handling and Notification	2
B. Telephone Bomb Threat	3
C. A Written Note or Electronic Bomb Threat Message	3
D. Suspicious Bomb Threat Package	3
III. Emergency Evacuation	3
A. Bomb Threat Search	4
B. Building Re-entry	4
C. Information/Training	4
VI. Precautionary Measures for Mail Handling	4
A. Characteristics of suspicious letters or packages	4
B. Personnel handling mail, precautionary steps	5
C. What to do when you receive a suspicious letter or package	5
D. What you do if the mail contains a threat, powder, residue, liquid or other sign of biological or chemical tampering.	5
Attachments:	6
Bomb Threat Procedures	
Bomb Threat Checklist	

I. INTRODUCTION:

The Tuolumne County Health Emergency Preparedness Response Plan (HEPRReP), Bomb Threat Response Annex provides information on procedures how to respond to a bomb threat, as well as to report the necessary information to emergency response personnel and senior management to ensure the safety and health of clients and staff. The Bomb Threat Response Annex is designed to receive, document, evaluate and report the information on Bomb Threat to ensure safety of everyone.

A Bomb Threat is made to warn people about the location where an explosive device may have been placed. Another reason for making a bomb threat is to cause alarm, panic and to get attention and response. The Tuolumne County Public Health Department (TCHD) takes bomb threats very seriously. Each threat will be thoroughly investigated and the suspected area will be searched and evacuated if it is determined that the bomb threat is credible and could cause a serious danger to clients, staff or visitors. The decision to evacuate the suspected area shall be made by the Department Head or designee.

A. OBJECTIVE:

The purpose of this plan is to enhance the safety and security of clients, staff members and work environments and to define procedures for responding to bomb threats in the workplace. TCHD has developed the Bomb Threat Response Annex to comply with the mandated Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.38. This plan provides direction on how to respond to bomb threats and packages that are suspected of representing an explosive device in or near the workplace

B. DEFINITIONS:

Bomb: A device may include but is not limited to biological, radiological, chemical, explosive or other mechanisms of destruction.

Command Post:

An area set-up as main headquarter for an emergency or disaster situations.

Safety Officer: An assigned individual to be responsible for safety issues within the building and report any safety concerns.

Assistant Safety Officer: An individual assigned to assist the Safety Officer and to be responsible for safety issues within the building including reporting any safety concerns.

II. PROCEDURES ON HANDLING BOMB THREATS:

Bomb threats are usually received by telephone, but they may also be received by note, letter, e-mail or suspicious package. All bomb threats should be taken very seriously and handled as if an explosive device is present in the specific location described by the reporter. The identity of the reporter may be anonymous or revealed.

A. BOMB THREATS HANDLING AND NOTIFICATION

Under no circumstances should any bomb or terrorist threat BE IGNORED and the employee shall immediately notify the Department Head, Safety Officer, Assistant Safety Officer or immediate supervisor. Bomb Threats may be classified as any of the following:

B. TELEPHONE BOMB THREAT

When a bomb threat is received, the steps outlined below are to be followed:

1. Record the exact time of the call, the telephone number from which the call was made (applicable for telephones equipped with caller ID), and the telephone number on which the call was received.
2. Attempt to get as much information from the caller as possible by engaging the caller in conversation. Don't hang up on the caller.
3. Refer to the Bomb Threat Reference Checklist. Use the Checklist form to record information regarding the bomb threat during the bomb threat call.
4. Concentrate on what the caller is saying, as anything may be important. Try to keep the caller talking by asking questions to obtain as much information as possible. Record the information on the Checklist Form.
5. Listen carefully to any background sounds and also record this information on the Bomb Threat Checklist
6. When the caller disconnects, immediately notify your Department Head, Safety Officer, Assistant Safety Officer or immediate supervisor.
7. If a bomb threat is received via voice mail or answering machine, do not erase or delete the bomb threat under any circumstances. Immediately notify your Department Head, Safety Officer, Assistant Safety Officer or immediate supervisor of the bomb threat. You will be asked to turn over a copy of the recorded message to the appropriate Law Enforcement Agency.

C. A WRITTEN NOTE OR ELECTRONIC BOMB THREAT MESSAGE

Such messages may arrive by E-mail or fax, or be intentionally placed at a given location in order to be found.

1. Do not handle the document containing the threat more than necessary.
2. Do not delete any bomb threat message that is received via E-mail under any circumstances.
3. Upon receipt of a written bomb threat, immediately notify your Department Head, Safety Officer, Assistant Safety Officer or immediate supervisor.

D. SUSPICIOUS BOMB THREAT PACKAGES

1. **Do Not Touch, Do Not Move** objects or packages that appear to be suspicious, as they may potentially be a bomb. Take steps to prevent disturbing the object or package.
2. Immediately inform your Department Head, Safety Officer, Assistant Safety Officer or immediate supervisor.
3. In addition, employees with mail handling responsibilities should also follow the procedures that are mentioned in C, above.

III. EMERGENCY EVACUATION

The decision to evacuate a building is the responsibility of the Department Head or designee.

1. During a building evacuation employees should take note of their immediate work area and other areas they pass through and report any unusual packages, equipment, or individuals to their Department Head, Safety Officer, Assistant Safety Officer or immediate supervisor without delaying the evacuation.
2. Do not use portable radios, cellular telephones, cordless telephones, or any device that transmits a radio frequency pulse.

3. The appropriate law enforcement agency will need to interview the employee reporting the receipt of a bomb threat or suspicious package. Even if the building must be evacuated, that employee should not go home without speaking to a representative of the appropriate law enforcement agency.

A. BOMB THREAT SEARCH

Staff of the threatened building can be valuable assets in the search. Person(s) familiar with the premises may assist in identify foreign objects or items.

1. The search team should be limited to two or three volunteers.
2. The volunteers should be engaged in the search only on request of the appropriate law enforcement agency.
3. The volunteers should start in the area most likely to contain the device and continue on to the least likely areas.
4. Generally, the search should be conducted from outside in.
5. Consider areas in or near the building such as trash containers and trash holding areas, and other areas with ease of public access.

B. BUILDING RE-ENTRY

If a device has not been found after a thorough search and a reasonable time has elapsed, the decision to allow evacuated persons back into the building will be announced by the appropriate law enforcement agency, after consultation with the Department Head or a designee.

C. INFORMATION/TRAINING

1. TCHD will provide information and training for faculty and staff on how to respond to bomb threats and suspicious packages.
2. Employees who regularly handle mail and packages will receive a specific training on proper mail handling procedures.

VI. PRECAUTIONARY MEASURES FOR MAIL HANDLING

Precautionary measures should be taken by all employees with regard to the processing and handling of mail. These recommendations apply to all persons who process and handle mail, from mail room staff who sort and deliver mail, to administrative staff who distributes mail, to the individuals receiving mail. While the risk of exposure to biological, chemical or other hazards is small, it makes sense for every employee who handles mail to be cautious and have a heightened awareness.

A. CHARACTERISTIC OF SUSPICIOUS LETTERS OR PACKAGES:

1. Mailed from a foreign country.
2. Excessive weight.
3. Postmark does not match the return address.
4. Misspelled words.
5. No-postage.
6. Visual distractions.
7. Ticking sounds.
8. Rigid or bulky.
9. Restricted markings (e.g. confidential, personal, etc.)
10. No return address.
11. Lopsided or uneven.

12. Oily stains or discoloration.

B. PERSONNEL HANDLING MAIL SHOULD FOLLOW THESE PRECAUTIONARY STEPS

1. Do not handle mail with your bare hands – wear gloves.
2. Do not open mail using your hands or fingers – use a letter opener or other device.
3. Do not open mail in areas of high ventilation or in front of a fan.
4. Always wash your hands after handling mail.

C. WHAT SHOULD YOU DO WHEN YOU RECEIVE A SUSPICIOUS LETTER OR PACKAGE?

1. Do not open the letter/package.
2. Do not shake the letter/package.
3. Do not move the item.
4. Do not smell or sniff the letter/package.
5. Immediately notify your Department Head, Safety Officer, Assistant Safety Officer or immediate supervisor.
6. Do not handle or move the letter/package.
7. Immediately wash your hands with soap and water.

D. WHAT SHOULD YOU DO IF THE MAIL CONTAINS A THREAT, POWDER RESIDUE, LIQUID OR OTHER SIGN OF POSSIBLE BIOLOGICAL OR CHEMICAL TAMPERING?

1. Immediately notify your Department Head, Safety Officer, Assistant Safety Officer or immediate supervisor.
2. Do not taste, smell or sniff the contents.
3. Do not handle or move the letter/package.
4. Do not try to clean any spilled contents
5. Do not touch your eyes.
6. Remove any clothing that may be contaminated and place it into a plastic bag.
7. Wash your hands thoroughly with soap and water.
8. Go to an isolated room, avoiding interactions with other people and remain available for interview with law enforcement authorities. If you were potentially directly exposed to a suspicious package, other staff will make contact with the proper authorities.

**QUICK REFERENCE
BOMB THREAT PROCEDURES**

BOMB THREATS

1. Bomb threats are usually received by telephone. The person receiving a bomb threat should remain calm and attempt to obtain as much information as possible from the caller by using the checklist on the following page. (Copies of the checklist should be kept at employee workstations)
2. Inform your Department Head, Safety Officer, Assistant Safety Officer or immediate supervisor.

SUSPICIOUS OBJECT OR PACKAGE

In the event a suspicious object or potential bomb is observed, ***do not approach or handle the object***. Immediately clear the area and notify your Department Head, Safety Officer, Assistant Safety Officer or immediate supervisor.

EVACUATION OF THE AREA

1. If instructed to evacuate, move a safe distance away from the building (a minimum of 100 yards).
2. Survey the evacuation area(s) for possible secondary devices, suspicious objects, potential bombs, suspicious person(s) or suspicious activities.
3. If inclement weather conditions exist, move to another building a safe distance away.
4. Do not return to an evacuated building unless instructed to do so by your Department Head or designee.

BOMB THREAT CHECKLIST

Name used if applicable _____

Exact wording of threat Caller: _____

When is the device going to explode? _____

Where is the device (bomb) now? Building _____ Room _____

What does it look like? _____

What will cause it to explode? _____

Why? _____

When you plant the bomb? _____

BACKGROUND OF THE BOMB THREAT CALLER:

Bomb Threat Caller ID if available: _____

Voice: Male ____ Female _____ Accent _____

Nationality (if possible): _____ Intoxicated: _____

Speech Impediments: _____ Age (approximately): _____

Background Noise: _____

Familiar with the building: _____

If Mentioned Personnel Name: _____

Other: _____

Name of person received the call: _____

Date: _____ Time: _____

Name of Person (Department Head, Safety Officer Supervisor) notified:
