

Procedure Title:	Bomb Threat Procedures		
Procedure Number:	125-6-341	Version:	Effective Date: 02/01/2000

Approved By: (Authorized Signer Name)

Date Approved

Procedure

Step	Responsible Party	Action
1.	Person Receiving Call	<ol style="list-style-type: none"> 1. Uses Oregon State Police Bomb Threat Card to write down information on the call and caller. (Obtain the card from Oregon State Police). 2. Tells the supervisor or top manager on duty and building's Site Emergency Coordinator (SEC). <ul style="list-style-type: none"> ○ In Salem: Call State Police (Capitol Mall Patrol Office 503-986-1122). ○ After hours: Call Capitol Mall Patrol Office at 503-986-1122. ○ Outside Salem: Call local police (911). Explain and follow their instructions.
2.	Top manager on duty and DAS O&M Manager	<ol style="list-style-type: none"> 1. Takes charge in the emergency and alerts the DAS O&M Manager. In Salem, 503-378- 3664; in Portland, 503-731-4062. In multi-tenant buildings, DAS O&M Manager coordinates bomb threat response with top manager on duty. 2. May consult with law enforcement and the building's SEC to determine whether to evacuate the building. 3. If the decision is to evacuate, the SEC shall inform coordinators to have their co-workers first check their work for unrecognizable items before evacuating. 4. Establishes a method to communicate information to employee in the event a decision is made not to evacuate the building. 5. Serves as a contact for law enforcement. Documents any information that may be of value in an investigation.

PLEASE POST OR DISTRIBUTE BOMB THREAT RESPONSE PROCEDURES

Person receiving call:

Records information as per Oregon State Police Bomb Threat Card
Tells agency top manager on duty
Tells building Site Emergency Coordinator (SEC). (Phone number listed below).

Top manager on duty:

Calls State Police (Capitol Mall Patrol Office, (503) 986-1122) and DAS Operations and Maintenance Manager (In Salem, (503) 378-3664; in Portland, (503) 731-4062)
After hours, call, Capitol Mall Patrol Office, (503) 986-1122

Top manager on duty and DAS Operations and Maintenance Manager confer with law enforcement to decide whether evacuation is appropriate.

Before evacuating employees:

Check their work areas for unrecognized items. Turn chairs on their side to show area has been checked.
Turn off any device that makes noise (unless abnormal wiring or something suspicious is attached).

In an evacuation, **DO NOT USE ELEVATORS.**

If possible, leave all doors or windows open to help relieve pressure and damage due to an explosion.

TURN OFF and **DO NOT USE** two-way radios or cell phones in or near the building.

Top manager on duty gives the "all clear" notice when the emergency condition is over.

IF YOU FIND AN UNRECOGNIZED ITEM: DO NOT TOUCH IT!

CONTACT YOUR MANAGER OR SITE EVACUATION COORDINATOR AT ONCE

Name of Building:	Floor:	Section Name:
Name of Site Emergency Coordinator (SEC):	Phone Number:	