

# Emergency Man-Made Disaster Plan



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1. Familiarize yourself with the location of the evacuation routes (primary and secondary), first aid station or kit, the nearest public telephone, and the location of the stairway (as indicated on the Emergency Evacuation Diagrams).
2. When a bomb threat or warning is phoned in, the person receiving the call should, to the degree possible, attempt to find out as much information as possible.
  - a. Do not hang up, let the caller terminate the call.
  - b. Get as much information from the caller as obtainable.
  - c. Get the exact time of the call.
  - d. Get the Caller ID (if phone has a Caller ID).
  - e. Write down the exact words the caller used.
  - f. Attempt to answer all the questions as accurately and completely as possible.
  - g. Estimate the sex, race, and age of the caller.
  - h. Be alert to the nature/character of the caller's voice.
  - i. Listen for background noises.
3. Upon notification of a bomb threat or bomb emergency, personnel shall report the call immediately to 911 (if available).
4. The recommendation to evacuate or reenter a structure/location during a bomb threat is the responsibility of the Management Response Team. However, due to the nature of some bomb threats, the Emergency Response Officials may direct the immediate evacuation of the structure/location.
5. If it is determined that the facility is to be evacuated, follow the emergency evacuation routes.
6. All cellular phones and two-way radios shall be turned off within a two-block radius of the threat.
  - a. All communications to and from the threat scene shall be made by phone.
7. If an explosive device is alleged to be within the building but has not been located, the authorities will determine if a search is desired. Follow all instructions from the authorities.
8. Emergency Response officials may ask employees or others with knowledge of the contents and layout of the building to assist in identifying any unusual parcels or items.
  - a. Searches of areas for explosive devices with instructions:
    - i. Be thorough
    - ii. Each staff should look around their offices to see if there are any unusual packages or items in their work area. These should be reported to security. Only you will know what belongs in your office. Do not lock your office as this will hinder the bomb search.
    - iii. If necessary move people away from the suspicious item.
    - iv. Look for anything and everything that might conceal a bomb.
    - v. Do not panic persons in the area.
    - vi. Do not touch, move, or jar anything suspicious that you may locate.
  - b. The authorities will determine if the assistance of bomb disposal personnel and/or bomb detection canine may be requested.

9. If a suspected device is located, an evacuation of the area will be conducted based on available information.
  - a. Do not attempt to move or otherwise disturb the device(s)
  - b. If time permits, try to have people check their area before leaving.
  - c. Get people to take personal items such as purses, briefcases, gym bags, backpacks, lunch bags, etc., with them when they leave.
  - d. Only emergency response officials will be allowed into the immediate area.
10. Personnel have been designated to help disabled employees or visitors seek shelter. More than one or two people will assume this responsibility to see that assistance is available.
11. Personnel have been designated to see that the evacuation is complete by checking areas where the alarm may not have been heard, such as restrooms and storage areas.
12. If a suspicious letter or package is received:
  - a. Inform your department coordinator immediately.
  - b. Ask around to see if anyone can identify package.
  - c. Do not open it!
    - i. Inform department staff and building coordinator as soon as possible.
    - ii. Contact the police department by calling 911 (if available).
    - iii. Give dispatcher description and location of package
    - iv. Follow the instructions given by the police
    - v. Instruct staff to evacuate if told to do so by emergency response officials
13. All staff should be relocated to a pre-designated area. You should be at least 300 feet away from the threatened building. A headcount should be made and any missing persons should be reported to security.
14. Employees should take their personal belongings with them when they evacuate because you may not be able to get back into the building for several hours.
15. No one will re-enter the area until authorities give permission.