

BAY COUNTY LIBRARY SYSTEM BOMB THREAT POLICY & PROCEDURES

All bomb threats are to be considered valid and taken seriously until proven otherwise. Safety of the public and of Bay County Library System employees, buildings, and facilities will take precedence over normal activities.

In the event of a bomb threat, staff should do the following:

1. Try to get as much information from the caller as possible as to location of the device, reason, etc.
2. Note as much as you can about the caller. For example – age, sex, accent, type or tone of voice. Listen carefully and note any background noises.
3. Notify the police about the threat by calling 911. Ask them to investigate immediately.
4. Clear the building using the Fire Evacuation Procedure. People should be directed to the designated safe area or seek shelter behind another substantial structure.
5. State police should be the investigating agency. Generally, they will bring a canine unit to check for a bomb. After the first sweep of the building, they may ask a staff member to go in with them to check for any objects that look suspicious or out of place. This should be the person in charge or a senior staff member.
6. Notify the Director or the Assistant Director.
7. Fill out an Incident Report form and send to the Administrative Office within 48 hours after the incident.

Any device suspected of being or containing explosives should also be immediately reported to 911. The above procedures should be followed.

Under no circumstances should anyone other than properly trained and equipped public safety personnel in any way disturb a suspected explosive device.

All staff should remain at their designated safe area so that a full head count of employees can be taken.

board approved 6-22-11

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