

Bomb Threat

In a bomb threat situation, staff should remain calm and do the following:

1. Try to get as much information from the caller as possible as to location, reason, etc.
2. Note as much as you can about the caller. For example, age, sex, accent, type or tone of voice.
3. Notify the police about the threat using the 911 emergency number and ask them to investigate immediately.
4. Clear the building using the Emergency Closing and Evacuation Procedure.
5. Notify the Director.
6. Fill out an Incident Report Form and fax to Administrative office within 48 hours after the incident.

Any device suspected of being, or containing, explosives will also be immediately reported to 911.

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

A. The Bay County Library System shall develop a written informational document about bomb threats and the appropriate responses to be updated as necessary.

B. Copies of the document shall be distributed once annually following board approval and then to the Managing Librarians and all other administrators who need to be aware of same.