



Administrative Regulation No. 024.A010.0995

Bomb Threat Procedures

I. Purpose

The purpose of this regulation is to set forth procedures in the event of a bomb threat to the City Hall Complex. This regulation is also to be used as a guideline for other City departments in establishing similar procedures for those buildings assigned to their responsibility such as the Van Wezel Performing Arts Hall, Department of Public Safety, Public Works, Water/Waste Water Utilities, Bobby Jones Golf Complex, Ed Smith Stadium, Municipal Auditorium and the Sarasota Mobile Home Park.

Those department heads assigned responsibility for the various buildings and facilities shall file a copy of their bomb threat and/or evacuation procedures with the Department of General Services within 30 days from the date of this regulation.

II. Definition

Bomb Threat - Any occurrence, or threat thereof, that may result in injury, damage, loss of property, or well being of any employee, citizenry or the governmental entity as a whole. Bomb threats could be received by mail, in person or by telephone.

III. Procedures

1. **Bomb Threat Call - The employee receiving the threat should:**

- (a) Respond calmly to the caller.
- (b) Attempt, if possible, to get another employee and/or supervisor to listen in on the call.
- (c) To the best of your ability, fill out the bomb threat phone call information sheet paying particular attention to the "Questions To Ask" section of the sheet.

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- (d) After the message is over, immediately report the information to Sarasota County 911, who will then report the bomb threat to the proper law enforcement agency.
- (e) Notify the City Manager's Office or the Department of General Services in order that a preliminary search of the facility can be made.

After the bomb threat is reported to Sarasota County 911 and forwarded to the proper law enforcement agency, a decision as to whether to evacuate the premises will be made based on the information received. The employee receiving the call will make themselves available to law enforcement personnel and officials.

2. Finding a Suspicious Package/Item:

- (a) If a suspicious package/item is found or delivered, notify your supervisor immediately. Do not attempt to open, shake, or move the package/item.
- (b) The supervisor, after looking over the package/item and determining that it is suspicious, will notify Sarasota County 911 and then notify the Department of General Services.
- (c) A law enforcement officer will then respond to your area for further evaluation of the package/item.

NOTE: In the event your supervisor is out of the office, locate the nearest supervisor or department head and relay the information so that proper procedures may be followed.

3. Decision to Evacuate:

The decision on whether or not to evacuate is to be made by the City Manager, City Auditor and Clerk, Deputy City Manager, Director of General Services or the highest ranking administrative official in the building at the time the threat is received.

- (a) If a decision to evacuate the building has been made, notification within the City complex will be the responsibility of the Department of General Services and will be made by telephone or in person to each department, as soon as possible.

All other departments in charge of their respective buildings and facilities are responsible for establishing a means of evacuation notification within their facility and assigning a designated evacuation area to accommodate facility personnel.

- (b) In the event of an evacuation, all personnel whose primary work station is located within the City Hall Annex Building (Engineering, Building, Human Resources and Planning Departments) are to assemble in a calm and orderly fashion to the northeast corner of the Lemon Avenue parking lot, located west of Lemon Avenue and 2nd Street. Those personnel whose primary work station is within the City Hall Building (City Manager's Office, City Auditor and Clerk's Office, Finance & Accounting, Water Utilities, General Services and Information Services Departments) are to assemble in the southeast corner of the Lemon Avenue parking lot, located west of Lemon Avenue and 1st Street. The Department of General Services will be responsible for notifying any individuals meeting in the City Commission Chambers as to when and where citizens should evacuate to.
- (c) At the designated evacuation area, department heads will be responsible for the accounting of each individual employee assigned to their department and report same to the Deputy City Manager or Director of General Services within 15 minutes following evacuation orders. Individuals are not to wander or leave the designated assembly area without prior approval from his/her supervisor.
- (d) Department heads are responsible for maintaining a personnel roster of their respective employees for accountability during an emergency.
- (e) Employees shall take all personal belongings with them (i.e., purse, briefcase, keys, etc.)
- (f) While evacuating, employees shall look in their own work station area for any suspicious items or something that looks out of place. If you happen to find an item that looks suspicious/out of place **DO NOT TOUCH IT!** Notify your supervisor and they will notify Sarasota County 911 and then the Department of General Services.
- (g) No radios are to be used within 300 feet of the building.

IV. Searches

1. As employees exit they are to conduct an overt search of their work station for any suspicious items. Maintenance personnel and/or other previously assigned personnel are responsible for searching common areas of public access, i.e., City Commission Chambers, public rest rooms, lobby areas, landscape areas and parking lots adjacent to buildings, etc.

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3. The supervisor, after looking over the package/item and determining that it is suspicious, will immediately notify Sarasota County 911 and then notify the Department of General Services.
4. A law enforcement officer will then respond to your area for further evaluation of the package/item.

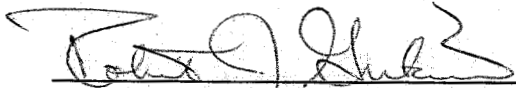
V. Re-Occupation of Building

1. Re-occupation of the building will be determined by the City Manager, City Auditor and Clerk, Deputy City Manager or Director of General Services based on a recommendation of the on-scene commander from the Police Department.

VI. Notification/Training of Employees

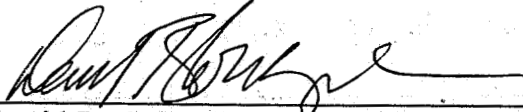
1. Training on these procedures is mandatory for all employees within the City Hall Complex and is to be coordinated through the Departments of Human Resources and Public Safety.
2. Each employee within the City Hall Complex is to be provided with a copy of this regulation.
3. A bomb threat evacuation drill of the City Hall Complex is to be conducted at least twice on a yearly basis.
4. New employees are to be provided a copy of this regulation during the employee orientation meeting.
5. Questions pertaining to the procedures listed herein are to be directed to your department head.
6. The Bomb Threat Check List is to be incorporated into the City of Sarasota Employee Telephone Directory.

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Robert J. Gerkin
Director of General Services

Sept 26, 1995
Date



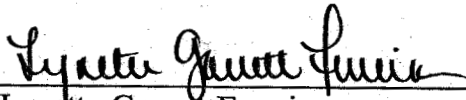
David R. Sollenberger
City Manager

10-3-95
Date



Billy E. Robinson
City Auditor and Clerk

10-5-95
Date



Lynette Garrett-Ferreira
Administrative Regulations Vice-Chair

9/27/95
Date

BOMB THREAT CHECK LIST

Instructions: LISTEN - Do not interrupt the caller except to ask:

When will it go off? _____ Hour _____ Time Remaining _____

Where is it planted? _____ Building _____

What does it look like? _____

Did the caller appear familiar with buildings by his description of the bomb location? _____

Caller's Identity: Male _____ Female _____ Approx. Age Years _____

Origin of Call: Local _____ Long Distance _____ Booth _____ Internal _____

Noticeable Characteristics:

Loud _____ Pleasant _____
High _____ Other _____
Raspy _____ Fast _____
Intoxicated _____ Distant _____
Soft _____ Stutter _____
Deep _____ Stunned _____

Speech:

Slow _____
Distorted _____
Nasal _____

Language:

Excellent _____
Fair _____
Foul _____
Good _____
Poor _____
Other _____

Use of certain words or phrases _____

Accent:

Local _____ Not Local _____
Foreign _____ Regional _____
Race _____ Other _____

Manner:

Calm _____ Angry _____
Rational _____ Irrational _____
Coherent _____ Incoherent _____
Deliberate _____ Emotional _____
Righteous _____ Laughing _____

Background Noises:

Office Machines _____ Street Noises _____
Factory Machines _____ Airplanes _____
Bedlam _____ Trains _____
Quiet _____ Voices _____
Music _____ Mixed _____
Party Atmosphere _____

ACTION TO TAKE IMMEDIATELY AFTER CALL:

1. Notify Sarasota County - 911 and then your Supervisor.
2. Remain calm and return to your work location and await further instructions.