



Administrative Regulation No. 071.A001.1293

Bomb Threat Procedures

I. Purpose

The purpose of this Administrative Regulation is to set forth the City of Sarasota's procedure in the event of a bomb threat to City Hall.

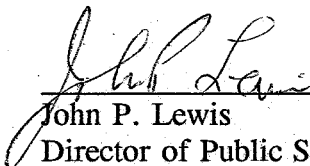
II. Definition

The initial execution of this administrative Regulation rests with the employee who initially receives a bomb threat to City Hall. Bomb threats may be received by mail, in person, or by phone.

III. Procedures

1. Employees shall telephone the City Manager's Office, or the General Services Office (Mr. Gerkin or Mr. Stinson), immediately upon receipt of a bomb threat.
2. The decision to immediately evacuate City Hall upon receipt of a bomb threat shall be made by the City Manager, Deputy City Manager, Director of General Services, or Deputy Director of General Services.
3. The Police Services Bureau of the Public Safety Department shall be contacted and advised of the bomb threat. All employees should be admonished not to operate any type of portable communication device or radio within three hundred (300) feet or inside of City Hall after the receipt of the bomb threat.
4. Interior searches of City Hall will be conducted at the direction of the City Manager, Deputy City Manager, Director of General Services, or Deputy Director of General Services with assistance from the senior police supervisor on the scene. Searches will be conducted by the employees most familiar with the area being searched.

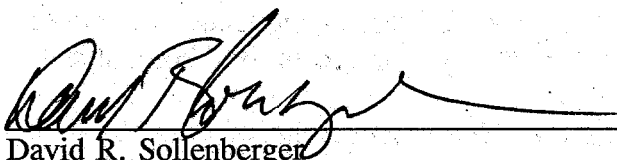
5. Interior searches of City Hall will be conducted whenever possible by employees in pairs.
6. If no actual or suspicious explosive devices are found during the initial search, City Hall shall be evacuated approximately thirty (30) minutes prior to any announced detonation time. All persons will evacuate the building using stairwells only. No elevators will be used, and persons will remain at a safe distance of no less than three hundred (300) feet away for a minimum of thirty (30) minutes after the lapsed time of detonation. Reoccupation of the building will be determined by the City Manager, Deputy City Manager, Director of General Services, or Deputy Director of General Services.
7. If an actual or suspicious explosive device is found during the initial building search, notify the police supervisor on the scene. Do not touch, move, cover, or disturb in any way a suspected or actual explosive device. The building will immediately be evacuated by all persons, using stairwells only, no elevators will be used. The police supervisor on the scene will now assume tactical command of the situation. All persons evacuating the building will remain at a safe distance of no less than three hundred (300) feet.
8. The decision for personnel to return to their regular duties rests with the police supervisor on the scene. The police supervisor shall notify the City Manager, their designee, or the senior employee available, when it is safe for personnel to return to the building.



John P. Lewis
Director of Public Safety

2-15-94

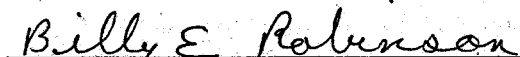
Date



David R. Sollenberger
City Manager

2-18-94

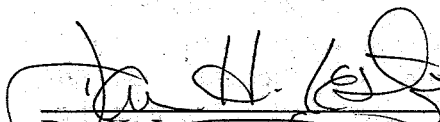
Date



Billy E. Robinson
City Auditor & Clerk

2-22-94

Date



Dan H. Lestz
Administrative Regulations Chair

2/17/94

Date