



EMERGENCY OPERATIONS PLAN



BOMB THREAT / SUSPICIOUS PACKAGE

R - A - I - N

RECOGNIZE – environmental awareness.

AVOID – do not touch or alter device/info.

ISOLATE – evacuate area, preserve scene.

NOTIFY – call 911, notify administration.

- **PHONE THREAT (use the bomb threat checklist):**
 - ✓ **Keep caller on phone as long as possible.**
 - ✓ **Alert another staff member of the threat.**
 - ✓ **Gather as much information as possible from caller.**
 - ✓ **Write down everything they say and note any background noise.**

- **DISCOVERED THREAT (i.e. notes, social media, etc.):**
 - ✓ **Do not disturb scene, make note of as many details as possible.**
 - ✓ **Immediately alert administrator.**
 - ✓ **Prevent access to scene and avoid use of cellular phones and radios in immediate vicinity.**

- **THREATENING DEVICE:**
 - ✓ **Do not make sudden movements or place anything on/over it and move as far away as possible.**
 - ✓ **Call 911 and advise on the situation, and all information.**

- **EVACUATE:**
 - ✓ **Establish perimeters, manage traffic flow, and maintain order.**
 - ✓ **Account for all staff and building occupants.**
 - ✓ **Wait for first responders to give the “ALL CLEAR” before reentering the building.**