

UPDATED BUILDING EVACUATION GUIDELINES – BOMB THREAT 5/2007

1. Any employee who receives a bomb threat should **immediately** fill out the bomb threat information card and contact the County Police officer on duty in that particular facility. If the facility is not manned by a police officer, the employee should contact the Desk Officer at County Police Headquarters at (914)864-7890. **IT IS IMPERATIVE THAT THE EMPLOYEE WHO RECEIVES A TELEPHONE THREAT CONVEYS THE EXACT WORDS USED BY THE CALLER WHEN THE REPORT IS MADE TO POLICE.**

2. Any employee who receives a bomb threat should then contact his/her immediate supervisor who should pass along pertinent information through their chain of command. The Commissioner or Department Head should take no further action and await the decision of Commissioner of Public Safety regarding the need to evacuate.

3. If a decision to evacuate a facility is made by the Commissioner of the Department of Public Safety (DPS), the Commissioner of DPS or his designee will contact the Commissioner or Department Head of the effected facility and advise him/her of this decision and what, if any, additional action need to be taken.

4. If the Commissioner or Department Head of an effected facility discovers that an evacuation has been initiated, and he/she has not been contacted by the Commissioner of DPS or his designee, that Commissioner or Department Head should contact the Office of the Public Safety Commissioner at (914)864-7710 or the Commanding Officer of the Special Operations Division at (914)760-6076 to confirm that an evacuation has been authorized, and it is not self initiated by the building's employees or a junior supervisor.

5. Evacuations will be conducted with the assistance of police officers. The police officer(s) will assist the building personnel with floor by floor notifications of the evacuation.

These guidelines are provided to clarify the procedure to follow in determining the need to evacuate a building or other County facility. **The authority to issue a decision to evacuate rests ONLY with the Commissioner of Public Safety.** The Department of Public Safety has a specific procedure to be used in threat situations, and officers dispatched to the scene will deploy those procedures upon arrival.