

OCCUPANT EMERGENCY PLAN (Abbreviated)

DATE

(This form is provided as a suggested guide for storefront and/or ground level small office space)

AGENCY	ADDRESS
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NAMES AND TELEPHONE NUMBERS OF EMERGENCY CONTACTS

NAME	OFFICE PHONE	OTHER PHONE
Fire Department		
Police Department		
Medical Assistance		
Federal Protective Service		
Building Manager/Lessor		
Official in Charge		
Bomb Squad		

EMERGENCY ORGANIZATION INFORMATION
(Coordinator, Monitors, and Bomb Search Officer)

NAME	DUTY	OFFICE PHONE	OTHER PHONE
1.			
2.			
3.			

EMERGENCY PLAN GUIDANCE
IMPORTANT! Know Evacuation Routes. Know the Plan of Action. Be prepared to assist the handicapped.
Bomb Threat Checklist on Reverse Side

FIRE OR SMOKE	BOMB THREAT
Sound building alarm.	Record information on back of this form.
Call Fire Department.	Notify Official in charge.
Notify Official in charge.	Notify Police.
Notify Building Manager/Lessor.	Notify Building Manager/Lessor.
Notify Federal Protective Service.	Notify Federal Protective Service.
Assist Fire Department.	Search immediate area and public areas for any suspicious packages or objects.
Evacuate area immediately.	If suspicious package or bomb is found:
Close windows and doors (<i>Do not lock</i>)	Do not touch.
HAZARDOUS MATERIAL	Notify Bomb Squad
Do not handle the substance.	Evacuate the area.
Do not clean the substance.	SEVERE WEATHER
Isolate employees.	Secure objects outside building.
Keep employees calm.	Prepare to move to place of safety.
Notify Federal Protective Service	Stay away from large windows.
Notify Fire Department.	For tornado, open windows.
Shut off the HVAC.	Know location of utility shutoff valves and switches.
CIVIL DISTURBANCES	Stay tuned to weather reports.
Notify Official in charge.	Standby for further instructions.
Secure all doors.	EARTHQUAKE
Notify Police.	Take cover under a table, desk, or in a doorway.
Notify Building Manager/Lessor.	Do not run outdoors.
Notify Federal Protective Service.	

TELEPHONE BOMB THREAT CHECKLIST

Important: REMAIN CALM

SECTION I - INSTRUCTIONS

Follow instructions received from your supervisor, Federal Protective Officer, or the designated official.

If you are ordered to evacuate, take with you any drafts, forms, or reports you may have prepared regarding the threat.

SECTION II - PERTINENT DATA

TIME BOMB/EVENT IS SET TO EXPLODE (*AM or PM*)

PRESENT LOCATION OF BOMB OR PACKAGE

DESCRIPTION OF BOMB OR PACKAGE

BUILDING

FLOOR

EXPLAIN WHY CALLER WISHES TO INJURE OR KILL INNOCENT PERSONS (*Use exact words of caller*)

AREA

WHAT WILL CAUSE THE BOMB TO EXPLODE

DID CALLER INDICATE KNOWLEDGE OF THE FACILITY?

NO YES (*Explain*):

SECTION III - DESCRIPTION OF CALLER'S VOICE

MALE FEMALE MIDDLE-AGE
 YOUNG OLD REFINED
 CALM NERVOUS ROUGH
 ACCENT SPEECH IMPEDIMENT

DESCRIPTION OF VOICE

DO YOU RECOGNIZE VOICE?

IF YES, WHOSE VOICE IS IT?

NO YES

SECTION IV - BACKGROUND NOISE

TRAFFIC HORNS AIRCRAFTS OTHER (*specify below*):
 MUSIC BELLS MACHINERY
 TAPE RECORDER WHISTLES RUNNING MOTOR (*Type*)

SECTION V - TELEPHONE LINE DATA

LINE ON WHICH CALL WAS RECEIVED?

WAS THE LINE A?

LISTED NUMBER? UNLISTED NUMBER?

IS THIS A NIGHT NUMBER

IF YES, WHOSE ASSIGNED NUMBER?

NO YES

HAS A BOMB THREAT CALL BEEN PREVIOUSLY RECEIVED ON THIS NUMBER?

IF YES, EXPLAIN

NO YES

SECTION VI - REPORTING OF THREAT (*Caution: DO NOT TALK TO OTHERS about incident.*)

NAME OF PERSON RECEIVING CALL

REPORT THREAT TO:

DIVISION

FEDERAL PROTECTIVE SERVICE

TELEPHONE NUMBER

BUILDING MANAGER/LESSOR

TIME CALL RECEIVED

DATE CALL RECEIVED