



Title: **Bomb Threat Procedures**

Purpose: These instructions detail procedures that must be followed for the reporting, investigation, and response to received or perceived bomb threats.

Introduction: Bomb threats must be taken very seriously and investigated as outlined in these procedures. Threats of a bomb may come in the form of written or verbal notification or the observance of a suspicious unattended package. It is essential that all employees, departmental administrators/managers/supervisors, and building personnel become familiar with these procedures. There are specific procedures for those departments who occupy City Hall & The Triplex (Criminal Justice Center, Municipal Services Building, & One Parkway Building) and another set of (Citywide) procedures for all other City owned, leased, or occupied facilities.

Attached: City Hall & The Triplex (CJC, MSB, OPB) Bomb Threat Procedures  
Citywide Bomb Threat Procedures