

# City of Topeka Policy

## Emergency Evacuation Plan Bomb Threat

### EMERGENCY EVACUATION PLAN BOMB THREAT POLICY

**Purpose:** To establish a policy on the emergency evacuation plan for bomb threats.

**Applicability:** To all city employees.

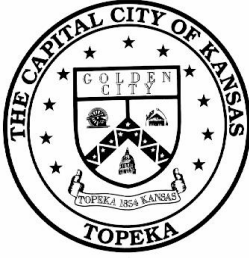
**Effective Date:** March 1, 2006

#### 1. DEFINITIONS

- A. Safety Captains – employees selected to assist employees and customers with the proper procedures of evacuation.
- B. Senior staff member – the highest-ranking employee on site.

#### 2. PROCEDURE

- A. Notify the City Manager and Law Enforcement that a threat has occurred necessitating possible emergency evacuation. This will be accomplished by notification from the individual receiving the threat.
- B. Once a bomb threat is received, the threat will be evaluated by the proper authorities (City Manager and Law Enforcement) for credibility.
  - 1. If the threat deems to be credible employee's will be instructed by individuals from the authorities to exit the building by the nearest marked exit. Do not use cell phones, portable phones or two-way radios inside or near your site during an evacuation!! Do not use elevators! Close all doors to contain a fire. Do not handle any suspicious objects or packages.
  - 2. Safety Captains will assist employees and customers who may require special assistance.
  - 3. If time permits, the senior staff member *or* designated Safety Captains will perform a final walk-through of the building to assure all personnel have safely evacuated the facility.
- C. Upon exiting the building, all personnel will proceed directly to a specific location identified in the Evacuation Procedural Policy for a particular site or



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facility. This site will serve as the central locating area. Make sure that personnel in both areas will not block emergency responders.

- D. The senior staff member will then conduct a head count to assure all personnel are accounted for. Should there be personnel unaccounted for; the senior staff member will notify emergency responders of a potential rescue situation.
- E. All staff members will remain in the central locating area until emergency responders relocate them to another area, or notify that the evacuation emergency incident has ended, and that safe building re-entry is allowable.
- F. Refer all media inquiries to the Public Information Officer or the City Manager.

THIS POLICY SPECIFICALLY REPEALS AND REPLACES PRIOR CITY POLICIES AND ADMINISTRATIVE MEMORANDA RELATIVE TO BOMB EVACUATIONS.

Approved:

Neil Dobler, Acting City Manager  
February 15, 2006