

OCCUPANT EMERGENCY PLAN (Abbreviated)

DATE

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

AGENCY		ADDRESS	
FIRE	POLICE	MEDICAL ASSISTANCE	
FEDERAL PROTECTIVE SERVICE		BUILDING MANAGER	
OFFICIAL IN CHARGE		DUTY PHONE	OTHER PHONE

EMERGENCY ORGANIZATION INFORMATION

(Coordinator, Monitors, and Bomb Search Officer)

#	NAME	DUTY	OFFICE PHONE	OTHER PHONE
1.				
2.				
3.				
4.				

EMERGENCY PLAN GUIDANCE

Know Evacuation Routes

Know the Plan of Action

FIRE OR SMOKE	BOMB THREAT
<ol style="list-style-type: none"> 1. Sound building alarm. 2. Call Fire Department _____ 3. Notify Official in Charge _____ 4. Notify Buildings Manager _____ 5. Notify Federal Protective Service _____ 6. Assist Fire Department 7. Close windows and doors (Do not lock) 	<ol style="list-style-type: none"> 1. Record information on back of this form. 2. Notify Official in Charge _____ 3. Notify Police _____ 4. Notify Federal Protective Service _____ 5. Notify Buildings Manager _____ 6. Search immediate area and public areas for suspicious objects. 7. If suspicious package or bomb found: <ol style="list-style-type: none"> a. Do not touch. b. Notify Bomb Squad _____ c. Evacuate area.
EARTHQUAKE	
<ol style="list-style-type: none"> 1. Take cover under table, desk, or in doorway. 2. Do not run outdoors. 	
SEVERE WEATHER	CIVIL DISTURBANCES
<ol style="list-style-type: none"> 1. Secure objects outside building. 2. Prepare to move to place of safety. 3. Stay away from large windows. 4. For tornado, open windows. 5. Know location of utility shutoff valves and switches. 6. Stay tuned to weather reports. 7. Standby for further instructions. 	<ol style="list-style-type: none"> 1. Notify official in charge. 2. Secure doors. 3. Notify Police _____ 4. Notify Federal Protective Service _____ 5. Notify Buildings Manager _____

Note: In all emergencies, be prepared to assist the handicapped.
Bomb Threat Checklist on Reverse Side

TELEPHONE BOMB THREAT CHECKLIST

Important: **REMAIN CALM**

CODE NUMBER _____

SECTION I - INSTRUCTIONS

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

2. 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

1. TIME BOMB IS SET TO EXPLODE

_____ a.m. _____ p.m.

2. LOCATION OF BOMB

a. Building _____

b. Floor _____ c. Area _____

DESCRIBE TYPE OF BOMB

5. EXPLAIN WHY CALLER WISHES TO INJURE OR KILL INNOCENT PERSONS

3. DID CALLER INDICATE KNOWLEDGE OF THE FACILITY?

NO YES (*Explain*) _____

SECTION III - DESCRIPTION OF CALLER'S VOICE

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

(*Describe*) _____

EXACT WORDS OF CALLER

DO YOU RECOGNIZE VOICE?

NO YES (*Whose voice is it?*) _____

SECTION IV - BACKGROUND NOISE

TRAFFIC HORNS WHISTLES
 MUSIC BELLS AIRCRAFTS
 TAPE RECORDER MACHINERY

RUNNING MOTOR (*Type*)
 OTHER

SECTION V - TELEPHONE LINE DATA

1. LINE ON WHICH CALL WAS RECEIVED?

LISTED NUMBER? UNLISTED NUMBER?

2. IS THIS A NIGHT NUMBER

NO YES (*Whose number?*) _____

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

NO YES (*Explain*) _____

SECTION VI - REPORTING OF THREAT

(*Caution: DO NOT TALK TO OTHERS about incident.*)

1a. NAME OF PERSON RECEIVING CALL

2. REPORT THREAT TO:

b. DIVISION AND TELEPHONE NUMBER

a. FEDERAL PROTECTIVE SERVICE DIVISION

b. DESIGNATED OFFICIAL

c. TIME AND DATE CALL RECEIVED

c. BUILDING MANAGER