



**OCCUPANT EMERGENCY PLAN (Abbreviated)**

DATE

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

AGENCY	ADDRESS
--------	---------

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

# 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

BUILDING

FLOOR

DESCRIPTION OF BOMB OR PACKAGE

AREA

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

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?

NO  YES

IF YES, WHOSE VOICE IS IT?

## 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

NO  YES

IF YES, WHOSE ASSIGNED NUMBER?

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

NO  YES

IF YES, EXPLAIN

## 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