

RESOLUTION NO. 136-99
Mason County Bomb Threat Procedures

WHEREAS, in compliance with the provisions of Mason County Ordinance Number 19-99 the Mason County Department of Emergency Management has prepared a Standard Operating Procedure to address Mason county Government response to a potential bomb threat against it's facilities; and

WHEREAS, the Mason County Board of Commissioners desire to provide for the safety and welfare of county employees and the general public who require the use of or need to conduct business in county facilities; and

WHEREAS, persons and property may be damaged unless standard procedures for response to bomb threats are not established;

NOW, THEREFORE, BE IT RESOLVED by the Board of Mason County Commissioners, in regular session assembled, that the attached Mason County Bomb Threat Procedures, be adopted, as the standard for Mason County Government response to bomb threats by all departments and agencies.

BE IT FURTHER RESOLVED that upon completion of the required evacuation map by each building/facility Department Head (Enclosure IV) a copy shall be provided to each employee.

ADOPTED this 7th day of December, 1999.

BOARD OF COUNTY COMMISSIONERS OF
MASON COUNTY, WASHINGTON



Chairperson




Commissioner



Commissioner

ATTEST:


Clerk of the Board

MASON COUNTY, WASHINGTON
BOMB THREAT PROCEDURES

The purpose of these procedures is to provide information necessary for the emergency notification and evacuation of Mason County employees when bomb threats are received.

From time to time it is necessary that we evacuate government buildings for any number of emergency reasons: fire, earthquake, hazardous material spills/leaks, bomb threats, etc. In recent years, bomb threats have become the method of choice by many factions to harass or disturb both private industry and government agencies. No bomb threat should be overlooked or simply dismissed as a crank call.

All departments are responsible for planning/coordinating orderly evacuation of their respective building/facility. This effort should preferably be accomplished under the auspices of the Safety Committee in order that assembly areas be coordinated among other departments.

ACTIONS TO BE TAKEN WHEN A BOMB THREAT IS RECEIVED!

1. **REMAIN CALM!**

2. If possible, keep the caller talking. Use the attached “Bomb Threat” document (Enclosure III). Fill-in as much information as possible while receiving the call. Add relevant information later as you remember it. Give the document to a City of Shelton Police Department or Sheriff’s Department representative and remain available for debriefing.

3. Call or direct someone to call SHELCOM (Dispatch) at 911 to notify them of the threat.

4. SHELCOM (Dispatch) will notify the City of Shelton Police Department, Mason County Sheriff’s Office, and the respective city and county Departments of Emergency Management (DEM).

5. Following coordination with the Board of Commissioners and law enforcement authorities, Mason County DEM will activate a telephone pyramid alert to all separate buildings/departments to include City of Shelton Police and Fire Departments regarding any decision to evacuate and/or close offices (See Enclosure I & II). Each department head is responsible for the orderly evacuation of their respective areas.

6. City of Shelton Public Works, in coordination with law enforcement, will provide sufficient barricades and barrier ribbon to prevent motor vehicle and pedestrian traffic from entering the affected area(s).
7. The Mason County telephone receptionist will notify the following County Offices within the Building I complex.

Commissioners	422
Auditor	471
Treasurer	477
Assessor	490
Public Works	450
DCD	282
Personnel	423
Budget	423
Maintenance	(Pagers)

Each will see that their floor/area is evacuated in an orderly manner. Other buildings/departments will develop similar internal notification procedures as necessary.

EVACUATION

- A. Upon receipt of decision to evacuate:
 1. All personnel and visitors will evacuate the affected building (s).
 2. Time permitting:
 - a. Turn off all power machines, typewriters, calculators, etc.
 - b. Open doors to lessen damage in the event of a blast.
 - c. Take your outer garments and immediate valuables (Plan to not reenter the building).
 - d. Do not touch or examine any unusual or suspicious containers or devices. Report anything strange immediately to your supervisor.
 3. Employees are to walk to the stair exits. Do not use the elevators. Elevators are to be reserved for persons in wheel chairs or others having difficulty with the stairs

4. Leave the building and proceed to your department's designated assembly area (see map at Enclosure IV), avoid flying glass and debris.
5. During evacuation, DO NOT attempt to move your car if it is parked in a government complex parking lot unless instructed to do so. IT MAY CONTAIN THE BOMB.
6. The Sheriff's Department will evacuate the County Jail if it is determined necessary.
7. After the building(s) has been searched, the employees will be advised as to when they may reenter or to retrieve their vehicles to depart the area.

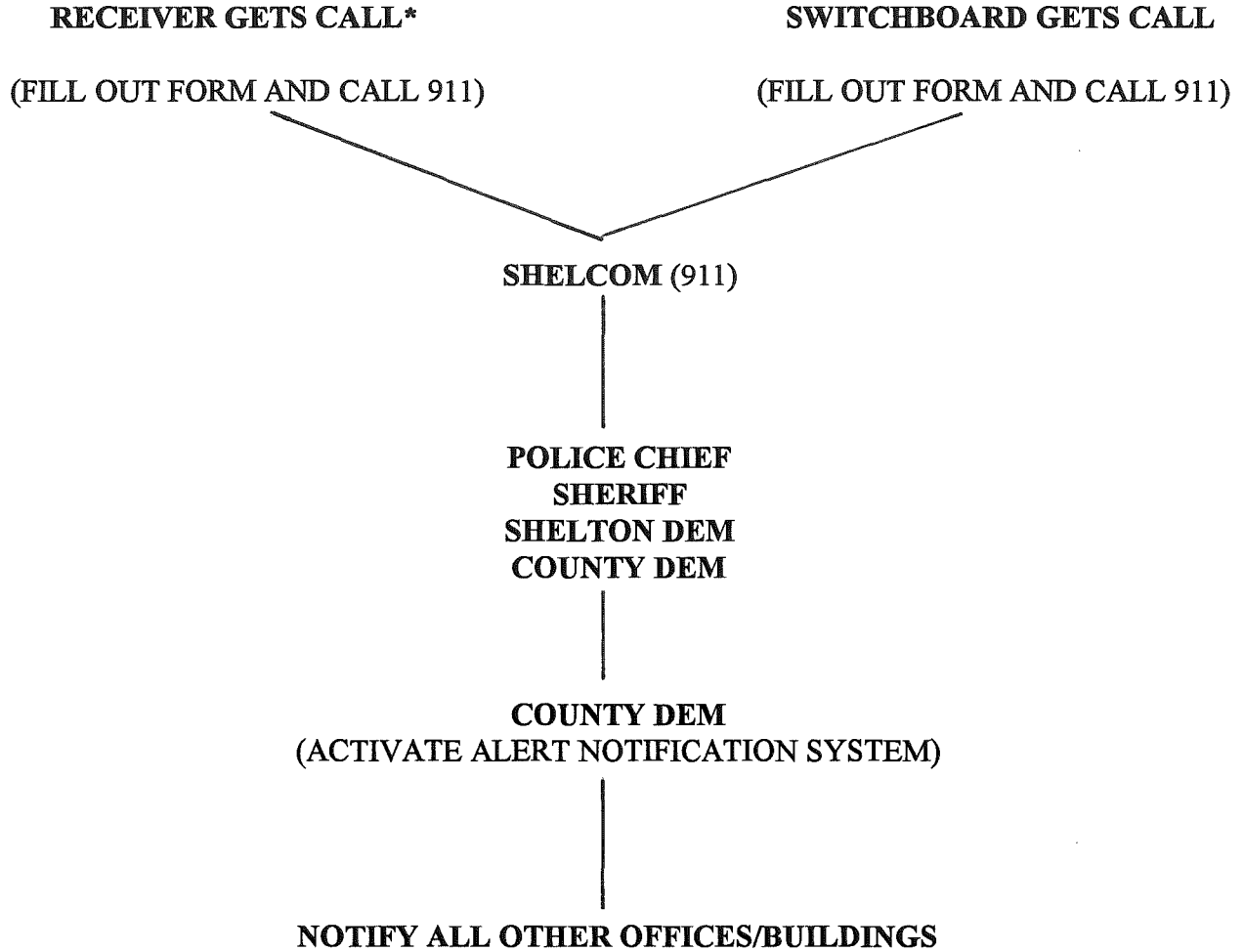
RESPONSE

A. Responsible Agencies

1. The Mason County Sheriff's Department and the Shelton Police Department are responsible for coordinating bomb identification/removal with the Washington State Patrol or other EOD (Explosive Ordnance Disposal) teams.
2. The City of Shelton Fire Department is responsible for the conduct of structural search and rescue, and fire suppression.
3. Each department will designate one individual to assist the search team in answering questions and supplying other relevant information regarding the immediate work area. The designee will remain outside the building until contacted by a search person.
4. The Department of Emergency Management will prepare for activation of the Mason County Emergency Operations Center (EOC) and possible reconstitution of essential government functions/services.
5. Should the EOC be activated the designated department point of contact (primary and alternate) should report to the Emergency Operations Center to represent their respective department and field public queries that are called in.
6. **All media inquiries will be handled through the Emergency Operations Center.**

ENCLOSURE I

NOTIFICATION MATRIX



*** THIS MAY BE ANY COUNTY EMPLOYEE**

ENCLOSURE II

DEPARTMENT OF EMERGENCY MANAGEMENT CONTACT LIST

CITY OF SHELTON POLICE	426-4441
CITY OF SHELTON FIRE DEPARTMENT	426-3348
BUILDINGS SUPERVISOR (PAGER)	786-3296
MASON COUNTY SWITCHBOARD (BLDG. I)	380
MASON COUNTY COURT HOUSE (MCSSO)	313
MASON COUNTY PROBATION DEPT. (BLDG. VI)	334
MASON COUNTY PERMIT ASST. CENTER (BLDG. III)	352
MASON COUNTY HEALTH DEPT. (BLDG. IV)	400
MASON COUNTY BOE/WATER QUALITY (BLDG. II)	397
MASON COUNTY PROSECUTORS OFFICE (BLDG. VII)	417
PUBLIC WORKS (BLDG. V)	457
AUDITOR-ACCOUNTING (BLDG. IX)	472
BELFAIR ANNEX	(360) 275-4232
MASON COUNTY FAIRGROUNDS	427-7789
MASON COUNTY COOP	395
COUNTY SHOP	387
MCRA	535



MASON COUNTY
DEPARTMENT OF EMERGENCY MANAGEMENT

BOMB THREAT DATA

PLACE THIS CARD UNDER YOUR PHONE

QUESTIONS TO ASK:

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT:

Sex of caller _____ Race _____

Age _____ Length of call _____

Number at which call was received:

Time _____ Date _____

CALLER'S VOICE

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep breathing |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Cracking voice |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Whispered | <input type="checkbox"/> Familiar |

If voice is familiar, who did it sound like?

BACKGROUND SOUNDS

- | | |
|---|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Factor |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> machinery |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Animal noises |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Clear |
| <input type="checkbox"/> Music | <input type="checkbox"/> Static |
| <input type="checkbox"/> House noises | <input type="checkbox"/> Local |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Long distance |
| <input type="checkbox"/> Office equipment | <input type="checkbox"/> Booth |
| | <input type="checkbox"/> Other |

THREAT LANGUAGE

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Well spoken | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Message read
by threat maker |

Remarks _____

Report call immediately to: _____

Phone _____ Date ____/____/____

Name _____

Position _____

Phone number _____

ENCLOSURE IV

Evacuation map to be prepared for each building/facility showing route to designated assembly area.