

This policy provides procedures for responding to bomb threats received by telephone or reported by other means. Staff safety is the highest priority. No untrained staff member should ever attempt to locate, handle, or move a suspicious device.

Administration will decide whether to evacuate the building immediately and which exits should be used. This decision should be made considering information obtained from the caller by the highest-ranking manager at the time of the call.

In the event of an evacuation, all staff members at Laman Library will report to the parking lot across 29th Street, adjacent to I40 and the Pulaski County Booking Center to await further instructions, and all staff members at Argenta Library will report to the City parking lot located directly behind the Argenta Pharmacy building.

When a bomb threat is called in

- Call or have someone nearby call 911. Do not hang up until directed to do so by emergency personnel. It is desirable, but not always practicable, to have more than one person listen in.
- Remain calm and keep the caller on the line as long as possible. A bomb threat caller is the best source of information about the bomb. Ask the caller to repeat the message and record every word.
- If the caller does not indicate the location of the bomb or the time of detonation, ask for this information.
- Advise caller that the building is occupied and detonation could result in death or serious injury to innocent people.
- If possible, pay particular attention to background noises, such as motors running, music, or any other noise which may indicate the location from which the call is being made.
- Listen closely to the voice to determine voice quality, accents, speech impediments, sex, or unusual characteristics, and complete the threat data form in [Policy IV.2 DD](#).
- Report the information immediately to a colleague, so they can alert others, including your/another supervisor and ultimately the CEO/Chief Librarian. Submit a PITS Report after initial notifications.

If you are informed about a bomb threat

- Call 911 or have someone call for you. Do not hang up until directed by emergency personnel.
- If the item was received through the mail, contact Postal Inspectors at 877-876-2455.
- Alert your supervisor and the CEO/Chief Librarian.
- Submit a PITS Report after initial notifications.