

 STANISLAUS COUNTY COMMUNITY SERVICES AGENCY	Developed by/Date: Per Old DSS Manual Prior to 2002, Rev. 6/09	Page: 1 of 1	Number: 5.2
	Reviewed by/Reviewed Date: CSA Exec Team 7/6/09	Replaces:	Category: Safety and Security
Title: Bomb Threat		Approved: 7/6/09	

Policy
 Procedure
 Guideline

Purpose

To give employees the tools and resources needed in case of a bomb threat.

Definition

All employees are encouraged to post the Bomb Threat Checklist at their workstation.

Procedure

The Bomb Threat Checklist card is used if you ever receive a bomb threat of this or any other county building. Employees are to report any and all incidents of threats or acts of violence in the workplace. Keep caller talking as long as possible to get all the information you can obtain. Be calm and courteous at all times.