

## **The Town of Thomaston Bomb Threat Policy**

Applicable to the following Departments:

Public Library  
Highway Department  
WPCA

Thomaston Volunteer Ambulance Corp  
Thomaston Town Hall

The Thomaston Police Department and Volunteer Fire Department have their own Policy (copy attached) which is maintained by the Police Department

### I. Purpose

To establish procedures and responsibilities which will be used in the event that a bomb threat is directed toward any Thomaston employee, building or facility.

### II. Policy

It is the policy of the Town of Thomaston that all bomb threats are to be considered valid and take seriously until proven otherwise. Safety of the public and of Thomaston employees, buildings and facilities will take precedence over normal activities.

### III. Procedures

#### A. Threat received by call

- Keep the caller on the line as long as possible.
- Write down all the information obtained from the caller in the exact words. The bomb threat record form should be used to record all information. Copies of the form should be kept near all phones. Complete the form as soon as possible.
- Trace origin of the call by dialing \*57 immediately upon termination of the bomb threat call.
- Call 911 and notify the Police immediately.

#### B. Responsibilities

- All bomb threats directed towards any Thomaston employee, building, facility or event, whether received in the mail or by phone by any department, will be immediately reported to the Police Department @ 911.
- The responsibility for investigating bomb threats rests with the Police Department.
- The Police Department will notify the Fire Department.

- If the Police Department deems it necessary evacuation will be conducted in accordance with the Town of Thomaston's Emergency Evacuation Plan.

C. Investigation

- The Police Department will interview the person(s) receiving the bomb threat and determine the legitimacy of the threat.
- Depending on the nature of the information obtained, the decision will be made to either conduct a preliminary search of the facility or to immediately begin evacuation procedures.
- Preliminary searches will be overseen by the Police Department with the assistance of appropriate maintenance, custodial and /or personnel familiar with the area or facility.
- Preliminary searches are to be conducted without undue disturbance of normal routines or activities for that area. No attempt will be made to alert the public of the problem until circumstances dictate otherwise.
- In the event that suspicious items are located anywhere in the facility, evacuation procedures will be implemented.
- All suspected bombs and/or suspicious objects will be dealt with in accordance to the procedures established by the appropriate bomb/ordinance disposal team called to the scene by the Police Department.

D. Evacuation

Shall be conducted in accordance with The Town of Thomaston's Emergency Evacuation Plan.