

# **Standard Operating Procedure** *for* **Bomb Threats**

Notification of a bomb threat must be made immediately to the Supervisors. A designated employee must call 911 for emergency assistance. While this is being done, a decision should be made on evacuating patrons and library personnel. An announcement to evacuate should be made as quick as possible without causing panic amongst all. The library must be cleared in time for a bomb squad to search the building.

Bomb squad personnel must provide the “all clear” signal before anyone returns to the building.