
Emergency Job Tasks

Bomb Threat

Specific tasks shall be assigned to staff members during an emergency based on the following criteria:

1. Administrator/Incident Commander
 - a. Contact Law Enforcement.
 - b. Activate Recall Roster and alert management staff to report to the Incident Command Post.
 - c. Instruct all staff members to search respective areas/departments to look for any unusual or extraneous items, such as boxes, packages, bags, etc.
 - d. Upon arrival of Law Enforcement, establish contact with the officer in charge and relay all relevant information regarding the situation.
 - e. Shall be responsible for making the decision regarding evacuation, which would be activated via Evacuation Emergency Procedures.
 - f. Ensure staff members and residents are accounted for and safe.
2. Management Staff of All Departments
 - a. Report to the Incident Command Post.
 - b. Instruct staff members to search respective areas discreetly and thoroughly looking for any unusual or extraneous items, such as boxes, packages, bags, etc.
 - c. Remain calm to not upset the residents.
 - d. Be prepared to activate Evacuation Procedures.
3. Staff Members of All Departments
 - a. Search respective areas discreetly and thoroughly looking for any unusual or extraneous items, such as boxes, packages, bags, etc.
 - b. Remain calm to not upset the residents.
 - c. Be prepared to activate Evacuation Procedures.