

**CITY OF HAMILTON, OHIO**

No. 402.2

**ADMINISTRATIVE DIRECTIVE**

Effective Date: 3-7-16

Supersedes No. 402 dated 10/01/07 , 7/27/82

Approved by: Joshua A. Smith,  
City Manager

SUBJECT: BOMB THREATS – CITY FACILITIES

PURPOSE: To establish procedures to be followed for safeguarding persons and property upon the receipt of a bomb threat or discovery of a suspicious object.

**1. Policy.**

- a. With the tensions and terrorist threat in the world today, it is imperative that such incidents are not taken lightly. All too often we feel that such things can or will not happen in our area of the country. Some of us feel that our location is not significant enough to be a target for terrorists.
- b. The City of Hamilton employees at the Municipal Building at One Renaissance Center should be aware of and prepared for such possibilities by the following strategic plan, as contained within this administrative directive.
  - i. Telephone Bomb Threats
    1. The person receiving a telephone bomb threat should try to remain calm and try to keep the caller on the phone as long as possible
    2. Another employee should be signaled to contact 911
    3. NO CELLULAR PHONES OR RADIOS ARE TO BE USED IN THE IMMEDIATE VICINITY OF AN INCIDENT WHERE THERE IS A BOMB THREAT
    4. The employee taking the call should try to obtain as much information from the caller as possible as is outlined on the Bomb Threat Card. This card should be kept under your phone at your desk.
    5. The employee taking the call should also complete a Bomb Threat Card and a copy of this report should be given to the Hamilton Police Department
    6. If the call terminates before you notify anyone, contact your director or supervisor immediately
    7. Any decision to evacuate the building will be made by the police and fire command personnel on the scene and will coordinate with the facilities' representatives
    8. In case of a total evacuation of One Renaissance Center, there will be an announcement made over the central enunciating system and the fire alarm notification system. This system can be heard throughout the hallways and in some office of the building
    9. Upon direction, employees must evacuate the building and meet at their designated meeting locations
    10. Please **DO NOT USE THE ELEVATORS** and please keep to the right of the stairwell when exiting
    11. Employees shall assist all visitors in leaving the building by the safest route, and advise them not to touch or pickup any packages when leaving
    12. Employees shall not touch or attempt to remove any unfamiliar object
      - Contact police or fire personnel and point out the item

13. Rally Captains or their backups will meet with their responsible departments in the designated meeting locations to take a head count to make sure that all of their personnel are accounted for
14. Rally Captain or backup should take the roll-call sheet to the rally point
15. Any decision to allow employees to leave their designated meeting location area shall be approved by the City Manager, Deputy City Manager, or highest ranking police or fire official at the scene.
  - The exception to this will be that if the initial staging area is unsafe, and the employees will be advised to move to a safer area
16. The police and/or fire command officers will broadcast the all clear over the radios and personnel may return to their perspective offices.