



# **BOMB THREAT PROCEDURE**

## **POLICY 11**

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Bomb Threat Procedure*

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**Responsibility for Safety**

All City employees are responsible for safety.

**The City Manager:**

- Commits to a safe working environment consistent with requirements of applicable laws.
- Assigns the responsibility of complying with this commitment to the individual operating Department Directors.
- Assigns responsibility for coordinating required training to the Director of Human Resources.
- Assigns central record keeping to the Human Resource Department.
- Assigns the Human Resource Director the responsibility to develop and maintain a Safety Committee to coordinate mutual needs including development of safety programs.

**Responsibilities of Department Directors**

Department Directors are responsible for providing the support, financial resources, and overall safety leadership in the department.

- Enforcing safety rules and regulations.
- Supporting supervisors in their safety responsibilities.
- Keeping staff informed of new regulations and compliance issues.
- Assigning a safety representative (may be Director or others) to run departmental safety operation and participate on safety committee.

**Responsibilities of Safety Coordinator/Executive Committee**

The Safety Coordinator and the Executive Committee are responsible for facilitating the Committee's development of policies and procedures designated to enhance safety within the City of Kettering and educating employees.

The Safety Coordinator and Executive Committee are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Setting a good example for others.
- Conducting meetings at least quarterly with the Safety Committee.
- Taking immediate corrective action, as appropriate under the circumstances, for hazardous conditions that exist that would cause personal injury to staff, citizens or damage to equipment or buildings.
- Notifying the Director of Human Resources, as well as the Department Director/Manager responsible for areas in question.
- Enforcing safety regulations and City safety policy.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.

- Supporting safety training efforts and following-up on information learned in training programs.
- Educating employees in each department/work group as to safety policies, training opportunities, and workplace hazards.

### **Responsibilities of Supervisors**

Supervisors are responsible for ensuring work is completed in a safe manner by setting a good example, having a positive, supportive attitude toward safety and enforcing safety policies.

Supervisors are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Assuring that all operations are conducted safely.
- Assuring that all employees are trained and competent for the jobs they perform.
- Supporting safety training efforts and following-up on information learned in training programs.
- Reporting all accidents, incidents and injuries immediately in accordance with policy.
- Being alert to safety and health hazards and correcting or reporting them.
- Enforcing safety regulations and City safety policies.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.
- Making sure employees understand the hazards of the job, necessary precautions and proper use of personal protective equipment.
- Assuring that accident reports are completed and submitted in a timely manner.

### **Responsibilities of All Employees**

Each employee of the City of Kettering has a personal and vital responsibility to work safely and promote safety. Employees are required to perform their work in a way that will prevent injury and illness to themselves and fellow workers, and prevent property damage.

All City employees are responsible for:

- Maintaining active interest and participation in safety.
- Complying with all City safety policies and regulations.
- Reporting all accidents, incidents and injuries immediately.
- Being alert to safety and health hazards and correcting or reporting them.
- Performing all work in a safe manner.
- Operating vehicles and equipment and doing tasks only when trained and competent to do so.
- Using equipment and vehicles safely and for their intended use.
- Attending scheduled safety training programs.
- Encouraging fellow employees to work safely.
- Wearing personal protective equipment when required and when it makes good sense.
- Keeping work areas clean, orderly and free from hazards.
- Setting a good example for others.

## **THE CITY OF KETTERING**

### **BOMB THREAT PROCEDURE**

The following procedure is designed to assist the City of Kettering personnel in handling bomb threats.

#### **DEFINITION:**

Bomb Threat: A written (including electronic) or verbal threat that an explosive device(s) has been placed on City property.

#### **NOTIFICATION OF BOMB THREAT:**

The Kettering Government Center operators will receive most telephone bomb threats and, therefore, these personnel should be trained in the proper procedure. It is important that the person receiving the telephone call engage with the caller to gather as much information as possible. For example, personnel should say: "I am sure you don't want to kill any innocent people; please tell me where the bomb is...tell me when it is supposed to go off." Follow the F.B.I. format for collecting the bomb threat information (see attached sample form).

In the event that a written bomb threat is received, notify the Kettering Police Department immediately.

#### **RESPONSE TO A BOMB THREAT:**

Upon receiving a bomb threat, notify the Kettering Police Department and immediately relate the information you obtained during your conversation. If possible, fill out the F.B.I. bomb data form and give it to the Kettering Police Department. When any department/individual receives information regarding a bomb threat, he/she will notify: (1) Kettering Police Department, (2) City Manager or designate, (3) Fire Chief or designate.

The City Manager should assemble City personnel. Police officers will supervise and assist in search operations. However, the Police Department will be expected to provide most of the personnel for this function. If a suspicious object or package is found, do not touch, handle or move the package/object. Evacuate the area and notify the police. On their arrival, inform them of the object and its location.



CITY OF KETTERING

## Bomb Threat

Communications Data Form

FBI Bomb Data Form — Place this card under your telephone

### Questions to Ask:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Exact wording of the threat:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sex of the caller: \_\_\_\_\_

Race: \_\_\_\_\_ Age: \_\_\_\_\_

Length of call: \_\_\_\_\_

Number at which call was received: \_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_\_

### Caller's Voice

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Nasal           |
| <input type="checkbox"/> Angry    | <input type="checkbox"/> Stutter         |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Lisp            |
| <input type="checkbox"/> Slow     | <input type="checkbox"/> Raspy           |
| <input type="checkbox"/> Rapid    | <input type="checkbox"/> Deep            |
| <input type="checkbox"/> Soft     | <input type="checkbox"/> Ragged          |
| <input type="checkbox"/> Loud     | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep breathing  |
| <input type="checkbox"/> Crying   | <input type="checkbox"/> Voice disguised |
| <input type="checkbox"/> Normal   | <input type="checkbox"/> Distinct        |
| <input type="checkbox"/> Slurred  | <input type="checkbox"/> Accent          |
| <input type="checkbox"/> Familiar |  |

If the voice is familiar, who does it sound like? \_\_\_\_\_

### Background Sounds

- |  |   |
|--|---|
| <input type="checkbox"/> Street Noises     | <input type="checkbox"/> Animal noises    |
| <input type="checkbox"/> Crockery          | <input type="checkbox"/> PA System        |
| <input type="checkbox"/> Voices            | <input type="checkbox"/> Music            |
| <input type="checkbox"/> Static            | <input type="checkbox"/> Long distance    |
| <input type="checkbox"/> Local             | <input type="checkbox"/> Motor            |
| <input type="checkbox"/> House noises      | <input type="checkbox"/> Office machinery |
| <input type="checkbox"/> Booth             |   |
| <input type="checkbox"/> Factory Machinery |   |
| <input type="checkbox"/> Other: _____      |   |

### Threat Language

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> Well spoken (educated)       |                                     |
| <input type="checkbox"/> Incoherent                   | <input type="checkbox"/> Taped      |
| <input type="checkbox"/> Foul                         | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Message read by threat maker |                                     |

Remarks: \_\_\_\_\_  
\_\_\_\_\_

Report call immediately to: Kettering Police Department/9-1-1

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

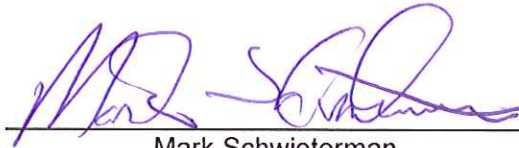
Name: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: // \_\_\_\_\_

The City Manager hereby delegates the appropriate responsibility and authority to administer this policy to the Department Directors.

Approved:

6-26-18

Date



Mark Schwieterman  
City Manager

Issued:

6-26-18

Date



Sara E. Mills Klein  
Director of Human Resources

— Reviewed 05/2018.