

**SPECIAL SAFETY COMMITTEE
PAYNESVILLE CITY HALL
OCTOBER 28, 2013
3:30 P.M.
AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. Emergency Action Plan (page 3) – *Please review and bring any suggestions/changes/additions with you to the meeting.*
 - 1. Conduct Fire, Tornado, Active Shooter Drills
 - B. Inclement Weather Policy (page 16) – *Please review and bring any suggestions/changes/additions with you to the meeting.*
- IV. OLD BUSINESS
 - A. Review 2013 Safety Training Day:
 - 9-911
 - Bullying Policy
 - Police Officer Numbers In Cell Phones
 - Evidence Folders – Car, House, Person
 - Chain of Command
 - Dry Erase Markers in vehicles
 - Active Shooter Protocol
 - Video/audio taping devices (page 16A)
 - 1. Bomb Threats & Physical Security Planning (page 17) – *Please review prior to the meeting.*
 - 2. Active Shooter – How To Respond (page 33) *Please review prior to the meeting.*
 - B. City Hall Security Cameras For Irate Motor Vehicle Customers - Update
- V. OTHER SAFETY ISSUES/SUGGESTIONS
- VI. INFORMATIONAL
- VII. ADJOURN

Members: Bill Ludwig, Paul Wegner, Lee Schleper, Jennifer Welling, Ron Mergen, Alice McColley, & Renee Eckerly.

This agenda has been prepared to provide information regarding an upcoming meeting of the Safety Committee. This document does not claim to be complete and is subject to change. **BARRIER FREE:** All Safety Committee meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Safety Committee

Committee/Council Meeting Date: October 28, 2013

Agenda Section: Consent

Originating Department:

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes of the July 22, 2013 Safety Committee meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

A motion to approve the minutes of the July 22, 2013 Safety Committee meeting.

**MINUTES
SPECIAL SAFETY COMMITTEE**

JULY 22, 2013

Chairperson Lee Schleper called the meeting to order at 4:00 p.m. Other members present included Ron Mergen, Alice McColley (4:16 p.m.), Bill Ludwig, Jennifer Welling, Paul Wegner, and Renee Eckerly.

Motion was made by Eckerly to approve the minutes of the January 28, 2013 Safety Committee meeting. Seconded by Mergen and unanimously carried.

2013 SAFETY TRAINING DAY

Safety Training Day will be October 14, 2013. Ideas for the afternoon session included:

- Self Defense - \$50.00 plus \$20.00 per person; there was not much interest in this by employees
- Healthy Eating - \$300.00 per hour; this seemed expensive.
- Active Shooter - \$1,000.00 plus mileage. The Committee discussed that this would be important for all employees and to decrease the cost community entities and/or neighboring cities could be invited to attend.

Motion was made by Welling to approve the Active Shooter Training, pursue inviting other entities or cities to lower the cost and recommend such to the City Council. Seconded by Mergen and unanimously carried.

SECURITY CAMERAS FOR CITY HALL

There was no further information on this at this time.

Motion was made by Welling to adjourn the meeting. Seconded by McColley and unanimously carried.

There being no further business the meeting was adjourned at 4:21 p.m.

The City of Paynesville

EMERGENCY ACTION PLAN

The City of Paynesville is intent on protecting all employees, vendors, customers, and outside contractors that may be at risk from the hazards of fire, tornados, severe weather, bomb threats, etc. while occupying our facilities. To this extent, procedures and employee's duties have been outlined in this section so designed to minimize the risk.

Training will be provided on these procedures, however, it is important that these procedures be practiced in the form of "No Notice" fire drills etc.. These drills should be random, timed and critiqued. All critiques must be written and become a part of this section (see **ADDENDUM A**).

It is important and expected that all employees will participate in these drills as well as learn their assigned tasks.

This program is designed to insure accountability of city employees. We do not want to confuse these policies and procedures with that of our "Community Action Plan" which is designed to insure resident safety.

EMERGENCY ACTION PROCEDURES

The procedures outlined in this section will cover in detail:

1. Our reporting and alarm system.
2. Emergency escape routes and procedures (see also **ADDENDUM B**).
3. Pre-evacuation procedures.
4. Procedures for accountability.
5. Rescue and medical duties.
6. Fire prevention plan covering:
 1. Handling and storage of fire hazards.
 2. Ignition sources.
7. Training Requirements.

RESPONSE COORDINATOR

For purposes of this plan, who ever answers the phone, is notified, or discovers an emergency is the designated response coordinator. You are the first to be notified of an emergency and in the best position to alert all other employees **and** summon outside assistance.

It is **most** important in all emergencies such as fire, severe weather emergencies and bomb threats, that the following be accomplished simultaneously:

1. Evacuate the building.
2. Notify the appropriate outside authorities.

In order to accomplish this, a **response coordinator** is needed. This designation will always be arrived at by the determination that the **response coordinator** becomes the **response coordinator** simply by answering the notification call of an emergency by discovering the emergency on their own, or by an employee, police, or answering the phone in a bomb threat situation.

PUBLIC WORKS SHOP

ALARM SYSTEM

Any employee discovering a fire or any other emergency will notify all working staff immediately. In instances of severe weather, the police may be involved in the notifying process.

Primary System: Our primary alarm system to notify employees of fire, tornado or other emergency will be Verbal communication.

Secondary System: Our secondary system, to be used will be Runners.

FIRE EMERGENCIES

EMPLOYEES

If an employee discovers a fire, your initial duty is to notify your Supervisor and all available employees of the size, nature and location of the fire.

If at all possible, isolate the source (example: close doors, etc) proceed to, and remain at Paynesville City Hall.

RESPONSE COORDINATOR

Once notified that a fire exists.

1. Announce through the building and community using verbal communication and runners:

" ALL EMPLOYEES REPORT TO PAYNESVILLE CITY HALL AND REMAIN UNTIL CLEARED ".

2. Call 911 supplying as much information as possible.
3. Report to Paynesville City Hall.
4. Conduct a headcount (an employee may be in the building you were unaware of).

All employees must report to Paynesville City Hall.

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TORNADO/SEVERE WEATHER EMERGENCIES

EMPLOYEES

Once a tornado announcement has been received, secure your work area (close doors, secure pool, etc.) and proceed to the bathroom or any water facility.

If time permits, bring a portable radio, first aid kit, flashlight and fire extinguisher with you to the bathroom or any water facility. Remain in the locker rooms until given the "ALL CLEAR" by verbal and siren. If the building is damaged extensively rendering it unsafe, or the storm has caused a building blackout, we will proceed as a group to Paynesville City Hall.

Response coordinator once notified of severe weather

1. Announce through the building and community using the verbal system and runners:

"ALL EMPLOYEES, REPORT TO TO THE BATHROOM OR ANY WATER FACILITY IMMEDIATELY AND REMAIN UNTIL CLEARED."

(If you are within the community (off-site), find the nearest shelter area and report your whereabouts to your direct supervisor.)

2. Report to the bathroom or any water facility.

3. **Get an accurate employee count.**

POST TORNADO

Whether our facility is struck by a tornado/severe weather or not, we should expect a loss of power at the very least. Expect downed power lines with a direct hit -- in either case, a flashlight is a must in the bathroom or any water facility. If the storm has caused damage to the building severe enough that employees may be at risk, move all employees at Paynesville City Hall. Do not leave your shelter until the "ALL CLEAR" or notification is given.

BOMB THREAT

EMPLOYEES

Once the announcement has been made, proceed to, and remain at the Paynesville Area Health Care System's west parking lot until cleared by emergency personnel. All City entities (City Hall, Liquor Store, Fire Department and Library) must be evacuated.

Response coordinator

1. Take as much information as possible (remember what the caller says, the sound of their voice, etc.)
2. Call 911 and report that threat is in progress.
3. Announce through the building and community through verbal communication:

" ALL EMPLOYEES REPORT TO PAYNESVILLE AREA HEALTH CARE SYSTEM'S WEST PARKING LOT AND REMAIN UNTIL CLEARED ".

4. Proceed to Paynesville Area Health Care System's west parking lot.
5. Conduct a headcount (an employee may be in the building you were unaware of)

Authorities will need information (Fire Chief, Police, EMS) so it is imperative that the response coordinator report and assist the ranking authority. The response coordinator will remain at the Paynesville Area Health Care System's west parking lot taking charge of the employees until relieved.

All employees must report to the Paynesville Area Health Care System's west parking lot.

CITY OFFICES

ALARM SYSTEM

Any employee discovering a fire or any other emergency will notify all working staff immediately. In instances of severe weather, the police may be involved in the notifying process.

Primary System: Our primary alarm system to notify employees of fire, tornado or other emergency will be verbal communication.

Secondary System: Our secondary system, to be used in conjunction with verbal communication will be Runners.

FIRE EMERGENCIES

EMPLOYEES

If an employee discovers a fire, your initial duty is to notify your response coordinator of the size, nature and location of the fire.

If at all possible, isolate the source (example: close doors, etc) proceed to, and remain at the City Shop.

RESPONSE COORDINATOR

Once notified that a fire exists.

1. Announce through the building using verbal communication and runners:

" ALL EMPLOYEES REPORT TO THE CITY SHOP OF THE PUBLIC WORKS DEPARTMENT AND REMAIN UNTIL CLEARED ".

2. Call 911 supplying as much information as possible.

3. Report to the City Shop.

4. Conduct a headcount (an employee may be in the building you were unaware of).

All employees must report to the City Shop.

TORNADO/SEVERE WEATHER EMERGENCIES

EMPLOYEES

Once a tornado announcement has been received, secure your work area (close doors, secure pool, etc.) and proceed to the Employee bathroom.

If time permits, bring a portable verbal/radio, first aid kit, flashlight and fire extinguisher with you to the shelter. Remain in the Employee Bathroom until given the "ALL CLEAR" by verbal and siren. If the building is damaged extensively rendering it unsafe, or the storm has caused a building blackout, we will proceed as a group to the City Shop of the Public Works Department.

Response coordinator once notified of severe weather

1. Announce through the building using the verbal/radio system and runners:

"ALL EMPLOYEES, REPORT TO THE EMPLOYEE BATHROOM IMMEDIATELY AND REMAIN UNTIL CLEARED."

(If you are within the community (off-site), find the nearest shelter and report your whereabouts to your direct supervisor.)

2. Report to the Employee bathroom.

3. **Get an accurate employee count.**

POST TORNADO

Whether our facility is struck by a tornado/severe weather or not, we should expect a loss of power at the very least.

Expect downed power lines with a direct hit -- in either case, a flashlight is a must in the Employee Bathroom. If the storm has caused damage to the building severe enough that employees may be at risk, move all employees to the City Shop of the Public Works Department. Do not leave your shelter until the "ALL CLEAR" notification is given.

BOMB THREAT

EMPLOYEES

Once the announcement has been made, proceed to, and remain at, the Paynesville Area Health Care System's west parking lot until cleared by emergency personnel. All City entities (Public Works, Liquor Store, Fire Department and Library) must be evacuated.

Response coordinator

1. Take as much information as possible (remember what the caller says, the sound of their voice, etc.)

2. Call 911 and report that threat is in progress.

3. Evacuate building by announcing:

" ALL EMPLOYEES REPORT TO THE PAYNEVILLE AREA HEALTH CARE SYSTEM'S WEST PARKING LOT AND REMAIN UNTIL CLEARED ".

4. Proceed to the Paynesville Area Health Care System's west parking lot.

5. Conduct a headcount (an employee may be in the building you were unaware of)

Authorities will need information (Fire Chief, Police, EMS) so it is imperative that the response coordinator report and assist the ranking authority. The response coordinator will remain at the Paynesville Area Health Care System's west parking lot taking charge of the employees until relieved.

All employees must report to the Paynesville Area Health Care System's west parking lot.

LIQUOR STORE

ALARM SYSTEM

Any employee discovering a fire or any other emergency will notify all working staff immediately. In instances of severe weather, the police may be involved in the notifying process.

Primary System: Our primary alarm system to notify employees of fire, tornado or other emergency will be verbal communication.

Secondary System: Our secondary system, to be used in conjunction with verbal communication will be Runners.

FIRE EMERGENCIES

EMPLOYEES

If an employee discovers a fire, your initial duty is to notify your response coordinator of the size, nature and location of the fire.

If at all possible, isolate the source (example: close doors, etc) proceed to, and remain at Subway.

RESPONSE COORDINATOR

Once notified that a fire exists.

1. Announce through the building using verbal communication and runners:

" ALL EMPLOYEES REPORT TO SUBWAY AND REMAIN UNTIL CLEARED ".

2. Call 911 supplying as much information as possible.
3. Report to Subway.
4. Conduct a headcount (an employee may be in the building you were unaware of).

All employees must report to Subway.

TORNADO/SEVERE WEATHER EMERGENCIES

EMPLOYEES

Once a tornado announcement has been received, secure your work area (close doors, secure pool, etc.) and proceed to the Walk-in cooler.

If time permits, bring a portable radio, first aid kit, flashlight and fire extinguisher with you to the Walk-in cooler. Remain in the Walk-in cooler until given the "ALL CLEAR" by verbal and siren. If the building is damaged extensively rendering it unsafe, or the storm has caused a building blackout, we will proceed as a group to Subway.

Response coordinator once notified of severe weather

1. Announce through the building using the verbal system and runners:

"ALL EMPLOYEES, REPORT TO THE WALK-IN COOLER IMMEDIATELY AND REMAIN UNTIL CLEARED."

(If you are within the community (off-site), find the nearest shelter area and report your whereabouts to your direct supervisor.)

2. Report to the Walk-in cooler
3. **Get an accurate employee count.**

POST TORNADO

Whether our facility is struck by a tornado/severe weather or not, we should expect a loss of power at the very least. Expect downed power lines with a direct hit -- in either case, a flashlight is a must in the Walk-in cooler. If the storm has caused damage to the building severe enough that employees may be at risk, move all employees to Subway. Do not leave your shelter until the "ALL CLEAR" siren or notification is given.

BOMB THREAT

EMPLOYEES

Once the announcement has been made, proceed to, and remain at Paynesville Area Health Care System's west parking lot until cleared by emergency personnel. All City entities (City Hall, Public Works, Fire Department and Library) must be evacuated.

Response coordinator

1. Take as much information as possible (remember what the caller says, the sound of their voice, etc.)
2. Call 911 and report that threat is in progress.
3. Evacuate building by announcing:

" ALL EMPLOYEES REPORT TO THE PAYNESVILLE AREA HEALTH CARE SYSTEM'S WEST PARKING LOT AND REMAIN UNTIL CLEARED ".

4. Proceed to Paynesville Area Health Care System's west parking lot.
5. Conduct a headcount (an employee may be in the building you were unaware of)

Authorities will need information (Fire Chief, Police, EMS) so it is imperative that the response coordinator report and assist the ranking authority. The response coordinator will remain at the Paynesville Area Health Care System's west parking lot, taking charge of the employees until relieved.

All employees must report to Paynesville Area Health Care System's west parking lot.

RESCUE PROCEDURES

In all emergencies such as fire, explosion, and tornado, where an employee is trapped and conventional assistance cannot be provided, rescue will be performed by or under the leadership of the police and fire department:

MEDICAL EMERGENCIES

All assistance possible will be provided to an injured employee however, our primary source of medical assistance is the Fire Department.

NOTE: For emergency assistance dial 911. All efforts that do not endanger other employees, should be made in a rescue or medical emergency, however our primary source for help are listed above. For the sake of the injured or trapped employee, it is best to let the professionals provide the expertise necessary.

EXITS

1. Make sure that all exit doors are **never** blocked or locked from the inside during working hours.
2. Exit doors must be open to the outside and have the type of hardware that makes them easy to open.
3. The exterior path must be clear at all times. This means free of ice and snow during the winter months.
4. All employees are required to know the exits that they are to use in an emergency.
5. During an emergency, remember to close all internal and external doors **after** insuring that all have exited the area, in order to contain the problem.

PREVENTION

HOUSEKEEPING

1. Keep all building areas neat.
2. Maintain clear aisles.
3. Do not block exits -- fire extinguishers.

SMOKING

Smoking is permitted in designated areas only.

ADDENDUM A

CRITIQUES

EMERGENCY ACTION PLAN DRILL CRITIQUE

On _____ a (Fire/Tornado) drill was done at the City of Paynesville
_____ facility.

The alarm was received at _____. We had a complete accountability of all employees
at _____.

The total time elapsed between alarm and complete accountability was
_____.

Comments on complications/areas needing work _____

Safety/Drill Coordinator

13

ADDENDUM B

ESCAPE ROUTES

EMERGENCY ACTION PLAN

EMPLOYEE NAME _____

OCCUPATION _____

DATE _____

I certify by my signature that I have been trained in our Emergency Action Plan. This training is in accordance with 29 CFR 1910.35-.38 and 29 CFR 1910.165, which consisted of but was not limited to the following:

1. Alarm systems and emergency reporting.
2. Emergency escape procedures and routes.
3. Safety Field and accounting for employees.
4. Procedures for critical operations employees.
5. Rescue and medical duties.
6. Key employee contacts.

I understand that this training is a mandatory requirement and that I will follow that procedures required by our Emergency Action Plan. This document is to remain in the training manual.

EMPLOYEE SIGNATURE

INSTRUCTOR

15

INCLEMENT WEATHER POLICY

Inclement weather or hazardous road conditions occur DURING regular working hours (8:00 a.m. to 4:30 p.m.):

The Police Chief and Public Works Director should inform the City Administrator of approaching inclement weather conditions or hazardous road conditions. It will be a joint decision as to whether the City Hall should close early to insure the staff is able to safely get home. Any time lost from the early closure will be taken as compensation time, vacation or additional hours can be worked during that same payroll period to make up for the lost time by the staff.

The City Administrator will discuss with the Liquor Store Manager the staffing options that are available and determine if the store will close early.

Inclement weather or hazardous road conditions occur PRIOR to regular working hours (8:00 a.m. to 4:30 p.m.):

All staff will attempt to come to work as regularly scheduled. If a staff member feels the conditions are too dangerous to be able to report to work, the staff member is to contact their direct supervisor or the City Administrator immediately. Any time lost from not reporting to work will be taken as compensation time, vacation or additional hours can be worked during that same payroll period to make up for the lost time by the staff. The City Hall will open when any two members from the following positions have arrived City Administrator/EDAP Director, Accounting/Payroll Clerk/Safety Director, Administrative Assistant, Bookkeeper, Motor Vehicle Clerk or Motor Vehicle Deputy Registrar.

The City Administrator will discuss with the Liquor Store Manager the staffing options that are available and determine when the store will open, which will be dependent on the accessibility due to snow plowing of property.



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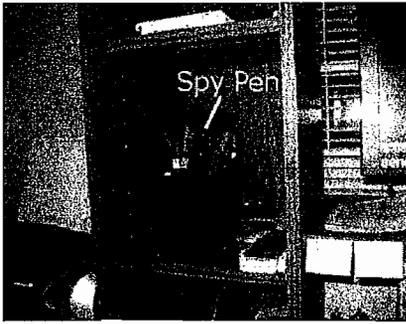


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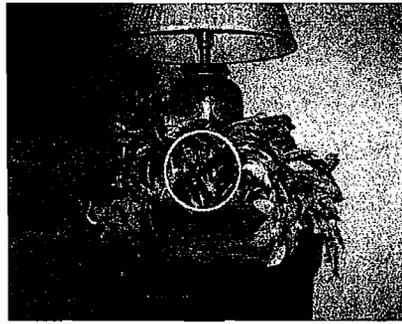


World's Best

166A



Who would ever suspect this pen is recording all the activity for 17 consecutive hours



Get creative and hide the spy pen just about anywhere.

NOT CONVINCED? SEE HOW OUR CUSTOM SPY PEN COMPARES TO ALL THE JUNK PEN CAMERAS

WATCH THE COMPARISON VIDEO



This video was made prior to the addition of the custom AC adapter which now allows our unit to record 17 hrs in the manual mode when used as a covert camera

Click Left Arrow to Play/Stop

Live Testimonials Are Pouring In!!

Listen To

*Live Testimonials !! *

**From Police Officers
Private Investigators**

And Just Regular Folks

That Purchased This Product

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Our unique quality control system is superior to any vendor.

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This is unheard of in this industry.

Find out how we achieve this

Please note this new spy pen has a 2GB internal memory. By adding up to a 32GB memory card you now have 34GB of memory. With the external memory card installed the device will record to it first and only revert to the internal memory once this micro memory card is full. Fully charged the unit has power for 65-70 minutes when taken with you and used in the field. Without an installed memory card the internal memory will hold approximately 40 minutes of video in the 640x480 resolution. Because the memory is now full it will save this file and shut down. To utilize all the available power from a full battery a 4GB memory card would need to be installed. Set to NON stop recording it will compress and save one file at 60 minutes and immediately start another file which will vary from 10-20 minutes. For short covert recordings the internal memory is sufficient. The advantage of installing an 8GB - 32GB will allow more memory space once the unit is recharged. If recording just Audio the unit will have 120 minutes of available power and only utilize approximately 250MB of memory, thus the internal memory would be sufficient for audio only.

REVIEWS

[Click Here](#)

16B

With the addition of the custom AC adapter the spy pen with a 32GB card can be set up to record **17 one hour video files in sequence** (see product tour) The new motion model can record for weeks or months! This unit has a sophisticated pcb and only charges via the usb to your computer. A custom power supply is available for professionals in the field.

CUSTOM REMOTE POWER SUPPLY NOW AVAILABLE!
RECHARGE YOUR SPY PEN IN THE FIELD
WATCH THE PRODUCT TOUR



BEST PEN POWER SUPPLY

Click Left Arrow to Play/Stop

NOTE: *Can Also Be Used To Power The Spy Pen 30 Hours When Used As a Hidden Camera In The Manual Recording Mode Thus Eliminating The Need For The AC Adapter & Long USB Cable as shown in the product tour video*

Add Remote Power Supply Charger

As Seen In Product Tour

ONLY Compatible With Our Unit

Add to Cart

\$38.00

Note: This is for the Remote Power Supply Not the Spy Pen

REVIEWS

[Click Here](#)



Our spy Pen works worldwide. This AC adapter with ROUND connectors is available free for SOME European applications. Send us an e-mail following your purchase if you need this. To obtain the correct travel plug adapter for your country go to: <http://www.adaptelec.com/travel-plug-adapters-c-1.html>

Specifications

- Three Modes: Video w/Audio / Pictures / Audio Only
- Video Format: **AVI**
- Resolution is Selectable:
 - **1280x720** / 640x480 / 352x288
 - 30 FPS Playback (watch sample videos)
 - Wide angle 3.6mm CMOS Lens SONY CLEARVID CMOS CHIP
 - Snap shot Format: **JPG 1280x720**
 - Voice recording: **CRYSTAL clear** / No static or beeps
 - Internal memory: **2GB** (holds 40 min. of video or 20 hrs of audio only)
 - External memory capacity: up to **32GB** w/Micro Memory Card
 - Available battery power w/ full charge: for video: **65 - 70 minutes** (Subject to the amount of light & brightness of colors recorded to the memory)
 - Available battery power for audio **ONLY: Approx. 2 hours**
 - Real time Date & Time Stamping (
- Yr. Month. Day. Hr. Min. Sec)
- This Feature Can Be Enabled Or Disabled
- Minimum Illumination: **1 Lux**
- Battery: **Lithium-Ion**

W6C

- **Charging by usb cable to computer: About 1 hour**
OR WITH OPTIONAL POWER SUPPLY
- **USB interface: USB 2.0**
- **Supports: Windows 98 / ME / 2000 / XP / Vista / Windows 7**
Mac OS 8.6 or higher / Laptops and Notebooks / Including Mac's Most Current LION OS w/10.8.2 update

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**From Police Officers
Private Investigators
And Just Regular Folks**
That Purchased This Product
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Gosnells, W. AUSTRALIA Sample 1	Sample 17 (69MB)
Sample 2	Sample 18 (6MB)
NY: "bought the cheap ones before" Sample 3	Sample 19 (59MB)
Handsome Bob from Quebec Sample 4 (10MB)	Sample 20 (6MB)
Police Officer Sample Sample 5 (19MB)	Sample 21 (70MB)
Sample 6 (14MB)	Sample 22 (54MB)
Sorry No English Sample 7 (14MB)	Sample 23 (56MB)
Example of Document Copying Sample 8 (17MB)	Sample 24 (46MB)
Sample 9 (40MB)	Sample 25 (62MB)
Watch this Amazing dog! Sample 10 (24MB)	Sample 26 (19MB)
Video in front of mirror Sample 11 (43MB)	Sample 27 (17MB)
"I caught my soon to be ex Sample 12 (13MB)	Sample 28 (19MB)
stealing"	
Great Customer "Review" Sample 13 (49MB)	Sample 29 (8MB)
Sample 14 (71MB)	Sample 30 (111MB)
Sample 15 (26MB)	Sample 31 (87MB)
Sample 16 (26MB)	

REVIEWS
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- Spy Pen
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- Extra long USB Cable For Hidden Surveillance
- Instructions in crystal clear English
- LIFE TIME WARRANTY**

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160

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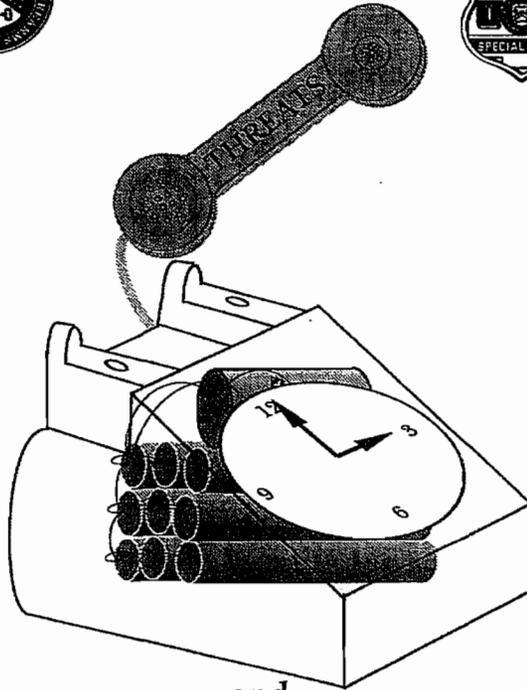
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BOMB



and

Physical Security Planning

DEPARTMENT of the TREASURY Bureau of Alcohol, Tobacco and Firearms
ATF P 7550.2 (7/87)

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Foreword

Bombing and the threat of being bombed are harsh realities in today's world. The public is becoming more aware of those incidents of violence that are perpetrated by vicious, nefarious segments of our society through the illegal use of explosives. Law enforcement agencies are charged with providing protection for life and property, but law enforcement alone cannot be held responsible. Every citizen must do his or her part to ensure a safe environment.

This pamphlet is designed to help both the public and private sectors prepare for the potential threat of explosives-related violence. While the ideas set forth herein are applicable in most cases, they are intended only as a guide. The information provided is compiled from a wide range of sources, including the actual experiences of special agents of the Bureau of Alcohol, Tobacco and Firearms (ATF).

If there is one point that cannot be overemphasized, it is the value of being prepared. Do not allow a bomb incident to catch you by surprise. By developing a bomb incident plan and considering possible bomb incidents in your physical security plan, you can reduce the potential for personal injury and property damage.

In making this pamphlet available to you, we hope to help you better prepare to deal with bomb threats and the illegal use of explosives.

Bombs

Bombs can be constructed to look like almost anything and can be placed or delivered in any number of ways. The probability of finding a bomb that looks like the stereotypical bomb is almost nonexistent. The only common denominator that exists among bombs is that they are designed or intended to explode.

Most bombs are homemade and are limited in their design only by the imagination of, and resources available to, the bomber. Remember, when searching for a bomb, suspect anything that looks unusual. Let the trained bomb technician determine what is or is not a bomb.

Bomb Threats

Bomb threats are delivered in a variety of ways. The majority of threats are called in to the target. Occasionally these calls are through a third party. Sometimes a threat is communicated in writing or by a recording.

Two logical explanations for reporting a bomb threat are:

1. The caller has definite knowledge or believes that an explosive or incendiary bomb has been or will be placed and he/she wants to minimize personal injury or property damage. The caller may be the person who placed the device or someone who has become aware of such information.
2. The caller wants to create an atmosphere of anxiety and panic which will, in turn, result in a disruption of the normal activities at the

facility where the device is purportedly placed.

Whatever the reason for the report, there will certainly be a reaction to it. Through proper planning, the wide variety of potentially uncontrollable reactions can be greatly reduced.

Why Prepare?

If you accept the two aforementioned explanations for reporting that a bomb is about to go off, you can better prepare to foil the bomber or threat maker.

Through proper preparation, you can reduce the accessibility of your business or building and identify those areas that can be "hardened" against the potential bomber. This will limit the amount of time lost to searching, if you determine a search is necessary. If a bomb incident occurs, proper planning will instill confidence in the leadership, reinforce the notion that those in charge do care, and reduce the potential for personal injury and property loss.

Proper planning can also reduce the threat of panic, the most contagious of all human emotions. Panic is sudden, excessive, unreasoning, infectious terror. Once a state of panic has been reached, the potential for injury and property damage is greatly increased. In the context of a bomb threat, panic is the ultimate achievement of the caller.

Be prepared! There is no excuse for not taking every step necessary to meet the threat.

How to Prepare

In preparing to cope with a bomb incident, it is necessary to develop two separate but interdependent plans, namely a physical security plan and a bomb incident plan.

Physical security provides for the protection of property, personnel, facilities, and material against unauthorized entry, trespass, damage, sabotage, or other illegal or criminal acts. The physical security plan deals with prevention and control of access to the building. In most instances, some form of physical security may be already in existence, although not necessarily intended to prevent a bomb attack.

The bomb incident plan provides detailed procedures to be implemented when a bombing attack is executed or threatened. In planning for the bomb incident, a definite chain of command or line of authority must be established. Only by using an established organization and procedures can the bomb incident be handled with the least risk to all concerned. A clearly defined line of authority will instill confidence and avoid panic.

Establishing a chain of command is easy if there is a simple office structure, one business, one building. However, if a complex situation exists, a multi-occupant building for example, a representative from each occupant entity should attend the planning conference. A leader should be appointed and a clear line of succession delineated. This chain of command should be printed and circulated to all concerned parties.

In planning, you should designate a command center to be located in the switchboard room or other focal point of telephone or radio communications. The management personnel assigned to operate the center should have the authority to decide whatever action should be taken during the threat. Only those with assigned duties should be permitted in the center. Make some provision for alternates in the event someone is absent when a threat is received. Obtain an updated blueprint or floor plan of your building and maintain it in the command center.

Contact the police department, fire department, or local government agencies to determine if any assistance is available to you for developing your physical security plan or bomb incident plan. If possible, have police and/or fire department representatives and members of your staff inspect the building for areas where explosives are likely to be concealed. (Make a checklist of these areas for inclusion in command center materials.) Determine whether there is a bomb disposal unit available, how to contact the unit, and under what conditions it is activated. In developing your bomb incident plan, you must also ascertain whether the bomb disposal unit, in addition to disarming and removing the explosives, will assist in searching the building in the event of a threat.

Training is essential to deal properly with a bomb threat incident. Instruct all personnel, especially those at the telephone switchboard, in what to do if a bomb threat is received. Be absolutely certain that all personnel assigned to the command center are aware of their duties. The positive aspects of planning will be lost if the leadership is not apparent. It is also

very important to organize and train an evacuation unit which will be responsive to the command center and has a clear understanding of the importance of its role.

We have suggested that the command center be located near the switchboard or focal point of communications. It is critical that lines of communication be established between the command center and the search or evacuation teams. The center must have the flexibility to keep up with the search team progress. In a large facility, if the teams go beyond the communications network, the command center must have the mobility to maintain contact and track search or evacuation efforts.

Security Against Bomb Incidents

We mentioned earlier that, in dealing with bomb incidents or potential bomb incidents, two interrelated plans must be developed, the bomb incident plan and the physical security plan. Heretofore, we have primarily addressed the bomb incident plan. Now, before continuing with that plan, we will discuss security measures as they apply to "hardening" against the bomb attack.

Most commercial structures and individual residences already have some security in place, planned or unplanned, realized or not. Locks on windows and doors, outside lights, etc., are all designed and installed to contribute toward the security of a facility and the protection of its occupants.

In considering measures to increase security for your building or office, it

is highly recommended that you contact your local police department for guidance regarding a specific plan for your facility. There is no single security plan that is adaptable to all situations. The following recommendations are offered because they may contribute to reducing your vulnerability to bomb attacks.

The exterior configuration of a building or facility is very important. Unfortunately, in most instances, the architect has given little or no consideration to security, particularly toward thwarting or discouraging a bomb attack. However, by the addition of fencing and lighting, and by controlling access, the vulnerability of a facility to a bomb attack can be reduced significantly.

Bombs being delivered by car or left in a car are a grave reality. Parking should be restricted, if possible, to 300 feet from your building or any building in a complex. If restricted parking is not feasible, properly identified employee vehicles should be parked closest to your facility and visitor vehicles parked at a distance.

Heavy shrubs and vines should be kept close to the ground to reduce their potential to conceal criminals or bombs. Window boxes and planters are perfect receptacles for the bomber. Unless there is an absolute requirement for such ornamentation, window boxes and planters are better removed. If they must remain, a security patrol should be employed to check them regularly.

A highly visible security patrol can be a significant deterrent. Even if this "patrol" is only one security guard/night guard, he/she is optimally utilized outside the building. If an interior guard is utilized, consider the

installation of closed-circuit television cameras that cover exterior building perimeters.

Have an adequate burglar alarm system installed by a reputable company that can service and properly maintain the equipment. Post signs indicating that such a system is in place.

Entrance/exit doors with hinges and hinge pins on the inside to prevent removal should be installed. Solid wood or sheet metal faced doors provide extra integrity that a hollow-core wooden door cannot provide. A steel door frame that properly fits the door is as important as the construction of the door.

The ideal security situation is a building with no windows. However, bars, grates, heavy mesh screens, or steel shutters over windows offer good protection from otherwise unwanted entry. It is important that the openings in the protective coverings are not too large. Otherwise, a bomb may be introduced into the building while the bomber remains outside. Floor vents, transoms, and skylights should also be covered. Please note that fire safety considerations preclude the use of certain window coverings. Municipal ordinances should be researched and safety considered before any of these renovations are undertaken.

Controls should be established for positively identifying personnel who are authorized access to critical areas and for denying access to unauthorized personnel. These controls should extend to the inspection of all packages and materials being taken into critical areas.

Security and maintenance personnel should be alert for people who act in a suspicious manner, as well as objects, items, or parcels which look out of place or suspicious. Surveillance should be established to include potential hiding places (e.g., stairwells, rest rooms, and any vacant office space) for unwanted individuals.

Doors or access ways to such areas as boiler rooms, mail rooms, computer areas, switchboards, and elevator control rooms should remain locked when not in use. It is important to establish a procedure for the accountability of keys. If keys cannot be accounted for, locks should be changed.

Good housekeeping is also vital. Trash or dumpster areas should remain free of debris. A bomb or device can easily be concealed in the trash. Combustible materials should be properly disposed of, or protected if further use is anticipated.

Install detection devices at all entrances and closed-circuit television in those areas previously identified as likely places where a bomb may be placed. This, coupled with the posting of signs indicating such measures are in place, is a good deterrent.

We in ATF recognize the necessity for businesses to maintain good public relations. Corporate responsibility, however, also encompasses the safety and protection of the public. The threatened use of explosives necessitates that in the interest of safety and security, some inconvenience may have to be imposed on visitors to public buildings. The public is becoming more accustomed to routine security checks and will readily accept these minor inconveniences.

Perhaps entrances and exits can be modified with a minimal expenditure to channel all visitors through someone at a reception desk. Individuals entering the building would be required to sign a register indicating the name and room number of the person whom they wish to visit. Employees at these reception desks could contact the person to be visited and advise him/her that a visitor, by name, is in the lobby. The person to be visited may decide to come to the lobby to ascertain that the purpose of the visit is valid. A system for signing out when the individual departs could be integrated into this procedure.

Such a procedure may result in complaints from the public. If the reception desk clerk explains to the visitor that these procedures were implemented in his/her best interest and safety, the complaints would be reduced. The placement of a sign at the reception desk informing visitors of the need for safety is another option.

Responding to Bomb Threats

Instruct all personnel, especially those at the telephone switchboard, in what to do if a bomb threat call is received.

It is always desirable that more than one person listen in on the call. To do this, a covert signaling system should be implemented, perhaps by using a coded buzzer signal to a second reception point.

A calm response to the bomb threat caller could result in obtaining additional information. This is especially true if the caller wishes to avoid injuries or deaths. If told that the building is occupied or cannot be evacuated in

time, the bomber may be willing to give more specific information on the bomb's location, components, or method of initiation.

The bomb threat caller is the best source of information about the bomb. When a bomb threat is called in:

- Keep the caller on the line as long as possible. Ask him/her to repeat the message. Record every word spoken by the person.
- If the caller does not indicate the location of the bomb or the time of possible detonation, ask him/her for this information.
- Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
- Pay particular attention to background noises, such as motors running, music playing, and any other noise which may give a clue as to the location of the caller.
- Listen closely to the voice (male, female), voice quality (calm, excited), accents, and speech impediments. Immediately after the caller hangs up, report the threat to the person designated by management to receive such information.
- Report the information immediately to the police department, fire department, ATF, FBI, and other appropriate agencies. The sequence of notification should be established in the bomb incident plan.

- Remain available, as law enforcement personnel will want to interview you.

When a written threat is received, save all materials, including any envelope or container. Once the message is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort must be made to retain evidence such as fingerprints; handwriting or type-writing, paper, and postal marks. These will prove essential in tracing the threat and identifying the writer.

While written messages are usually associated with generalized threats and extortion attempts, a written warning of a specific device may occasionally be received. It should never be ignored.

Decision Time

The most serious of all decisions to be made by management in the event of a bomb threat is whether to evacuate the building. In many cases, this decision may have already been made during the development of the bomb incident plan. Management may pronounce a carte blanche policy that, in the event of a bomb threat, total evacuation will be effective immediately. This decision circumvents the calculated risk and demonstrates a deep concern for the safety of personnel in the building. However, such a decision can result in costly loss of time.

Essentially, there are three alternatives when faced with a bomb threat:

1. Ignore the threat.
2. Evacuate immediately.
3. Search and evacuate if warranted.

Ignoring the threat completely can result in some problems. While a statistical argument can be made that very few bomb threats are real, it cannot be overlooked that bombs have been located in connection with threats. If employees learn that bomb threats have been received and ignored, it could result in morale problems and have a long-term adverse effect on your business. Also, there is the possibility that if the bomb threat caller feels that he/she is being ignored, he/she may go beyond the threat and actually plant a bomb.

Evacuating immediately on every bomb threat is an alternative that on face value appears to be the preferred approach. However, the negative factors inherent in this approach must be considered. The obvious result of immediate evacuation is the disruptive effect on your business. If the bomb threat caller knows that your policy is to evacuate each time a call is made, he/she can continually call and force your business to a standstill. An employee, knowing that the policy is to evacuate immediately, may make a threat in order to get out of work. A student may use a bomb threat to avoid a class or miss a test. Also, a bomber wishing to cause personal injuries could place a bomb near an exit normally used to evacuate and then call in the threat.

Initiating a search after a threat is received and evacuating a building after a suspicious package or device is found is the third, and perhaps most desired, approach. It is certainly not as disruptive as an immediate evacuation and will satisfy the requirement to do something when a threat is received. If a device is found, the evacuation can be accomplished expeditiously while at the same time avoiding the potential danger areas of the bomb.

Evacuation

An evacuation unit consisting of management personnel should be organized and trained. The organization and training of this unit should be coordinated with the development of the bomb incident plan, as well as with all tenants of a building.

The evacuation unit should be trained in how to evacuate the building during a bomb threat. You should consider priority of evacuation, e.g., evacuation by floor level. Evacuate the floor levels above and below the danger area in order to remove those persons from danger as quickly as possible. Training in this type of evacuation is usually available from police, fire or other units within the community.

You may also train the evacuation unit in search techniques, or you may prefer a separate search unit. Volunteer personnel should be solicited for this function. Assignment of search wardens, team leaders, etc., can be employed. To be proficient in searching the building, search personnel must be thoroughly familiar with all hallways, rest rooms, false ceiling areas, and every location in the building where an explosive or incendiary device may be concealed. When police officers or firefighters arrive at the building, the contents and the floor plan will be unfamiliar to them if they have not previously reconnoitered the facility. Thus, it is extremely important that the evacuation or search unit be thoroughly trained and familiar with the floor plan of the building and immediate outside areas. When a room or particular area is searched, it should be marked or sealed with a piece of tape and reported to the supervisor of that area.

The evacuation or search unit should be trained only in evacuation and search techniques and not in the techniques of neutralizing, removing or otherwise having contact with the device. If a device is located, it should not be disturbed. However, its location should be well marked and a route back to the device noted.

Search Teams

It is advisable to use more than one individual to search any area or room, no matter how small. Searches can be conducted by supervisory personnel, area occupants or trained explosive search teams. There are advantages and disadvantages to each method of staffing the search teams.

Using supervisory personnel to search is a rapid approach and causes little disturbance. There will be little loss of employee working time, but a morale problem may develop if it is discovered that a bomb threat has been received and workers were left unaware. Using a supervisor to search will usually not be as thorough because of his/her unfamiliarity with many areas and his/her desire to get on with business.

Using area occupants to search their own areas is the best method for a rapid search. The occupants' concern for their own safety will contribute toward a more thorough search. Furthermore, the personnel conducting the search are familiar with what does or does not belong in a particular area. Using occupants to search will result in a shorter loss of worktime than if all were evacuated prior to search by trained teams. Using the occupants to search can have a positive effect on morale, given a good training program to develop confidence. Of course, this

would require the training of an entire work force, and ideally the performance of several practical training exercises. One drawback of this search method is the increased danger to unevacuated workers.

The search conducted by a trained team is the best for safety, morale and thoroughness, though it does take the most time. Using a trained team will result in a significant loss of production time. It is a slow operation that requires comprehensive training and practice.

The decision as to who should conduct searches lies with management, and should be considered and incorporated into the bomb incident plan.

Search Technique

The following room search technique is based on the use of a two-person searching team. There are many minor variations possible in searching a room. The following contains only the basic techniques.

When the two-person search team enters the room to be searched, they should first move to various parts of the room and stand quietly with their eyes closed and listen for a clockwork device. Frequently, a clockwork mechanism can be quickly detected without use of special equipment. Even if no clockwork mechanism is detected, the team is now aware of the background noise level within the room itself.

Background noise or transferred sound is always disturbing during a building search. If a ticking sound is heard but cannot be located, one might become unnerved. The ticking

sound may come from an unbalanced air-conditioner fan several floors away or from a dripping sink down the hall. Sound will transfer through air-conditioning ducts, along water pipes, and through walls. One of the most difficult buildings to search is one that has steam or hot water heat. This type of building will constantly thump, crack, chatter, and tick due to the movement of the steam or hot water through the pipes and the expansion and contraction of the pipes. Background noise may also include outside traffic sounds, rain, and wind.

The individual in charge of the room searching team should look around the room and determine how the room is to be divided for searching and to what height the first searching sweep should extend. The first searching sweep will cover all items resting on the floor up to the selected height.

You should divide the room into two virtually equal parts. This equal division should be based on the number and type of objects in the room to be searched and not on the size of the room. An imaginary line is then drawn between two objects in the room; e.g., the edge of the window on the north wall to the floor lamp on the south wall.

First Room-Searching Sweep

Look at the furniture or objects in the room and determine the average height of the majority of items resting on the floor. In an average room, this height usually includes table or desk tops and chair backs. The first searching height usually covers the items in the room up to hip height.

After the room has been divided and a searching height has been selected, both individuals go to one end of the room division line and start from a back-to-back position. This is the starting point, and the same point will be used on each successive searching sweep. Each person now starts searching his/her way around the room, working toward the other person, checking all items resting on the floor around the wall area of the room. When the two individuals meet, they will have completed a "wall sweep." They should then work together and check all items in the middle of the room up to the selected hip height, including the floor under the rugs. This first searching sweep should also include those items which may be mounted on or in the walls, such as air-conditioning ducts, baseboard heaters, and built-in wall cupboards, if these fixtures are below hip height.

The first searching sweep usually consumes the most time and effort. During all the searching sweeps, use the electronic or medical stethoscope on walls, furniture items, and floors.

Second Room-Searching Sweep

The individual in charge again looks at the furniture or objects in the room and determines the height of the second searching sweep. This height is usually from the hip to the chin or top of the head. The two persons return to the starting point and repeat the searching technique at the second selected searching height. This sweep usually covers pictures hanging on the walls, built-in bookcases, and tall table lamps.

Third Room-Searching Sweep

When the second searching sweep is completed, the person in charge again determines the next searching height, usually from the chin or the top of the head up to the ceiling. The third sweep is then made. This sweep usually covers high mounted air-conditioning ducts and hanging light fixtures.

Fourth Room-Searching Sweep

If the room has a false or suspended ceiling, the fourth sweep involves investigation of this area. Check flush or ceiling-mounted light fixtures, air-conditioning or ventilation ducts, sound or speaker systems, electrical wiring, and structural frame members.

Have a sign or marker indicating "Search Completed" conspicuously posted in the area. Place a piece of colored Scotch tape across the door and door jamb approximately 2 feet above floor level if the use of signs is not practical.

The room searching technique can be expanded. The same basic technique can be applied to search any enclosed area. Encourage the use of common sense or logic in searching. If a guest speaker at a convention has been threatened, common sense would indicate searching the speakers platform and microphones first, but always return to the searching technique. Do not rely on random or spot checking of only logical target areas. The bomber may not be a logical person.

In conclusion, the following steps should be taken in order to search a room:

1. Divide the area and select a search height.
2. Start from the bottom and work up.
3. Start back-to-back and work toward each other.
4. Go around the walls and proceed toward the center of the room.
4. Check to see that all doors and windows are open to minimize primary damage from blast and secondary damage from fragmentation.
5. Evacuate the building.
6. Do not permit re-entry into the building until the device has been removed/disarmed, and the building declared safe for re-entry.

Suspicious Object Located

It is imperative that personnel involved in a search be instructed that their only mission is to search for and report suspicious objects. Under no circumstances should anyone move, jar or touch a suspicious object or anything attached to it. The removal or disarming of a bomb must be left to the professionals in explosive ordnance disposal. When a suspicious object is discovered, the following procedures are recommended:

1. Report the location and an accurate description of the object to the appropriate warden. This information should be relayed immediately to the command center, which will notify the police and fire departments, and rescue squad. These officers should be met and escorted to the scene.
2. If absolutely necessary, place sandbags or mattresses, never metal shields, around the suspicious object. Do not attempt to cover the object.
3. Identify the danger area, and block it off with a clear zone of at least 300 feet, including floors below and above the object.

Handling of the News Media

It is of paramount importance that all inquiries from the news media be directed to one individual appointed as spokesperson. All other persons should be instructed not to discuss the situation with outsiders, especially the news media.

The purpose of this provision is to furnish the news media with accurate information and to see that additional bomb threat calls are not precipitated by irresponsible statements from uninformed sources.

Summary

This pamphlet serves only as a guide and is not intended to be anything more. The ultimate determination of how to handle a bomb threat must be made by the individual responsible for the threatened facility.

Develop a bomb incident plan. Draw upon any expertise that is available to you from police departments, government agencies, and security specialists. Don't leave anything to chance. **Be prepared!**

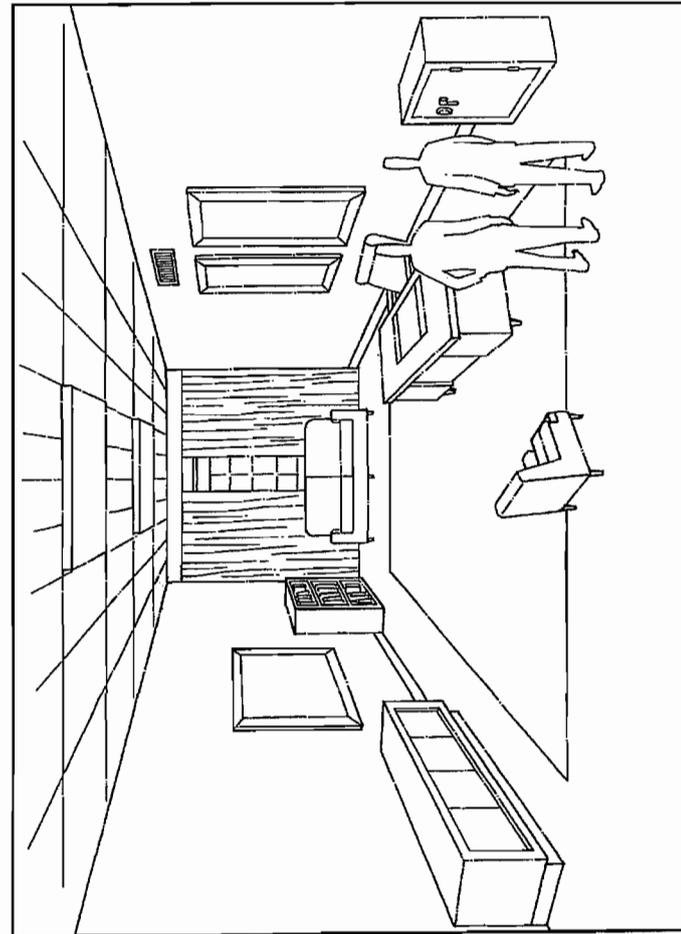
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Bomb Incident Plan

1. Designate a chain of command.
2. Establish a command center.
3. Decide what primary and alternate communications will be used.
4. Establish clearly how and by whom a bomb threat will be evaluated.
5. Decide what procedures will be followed when a bomb threat is received or device discovered.
6. Determine to what extent the available bomb squad will assist and at what point the squad will respond.
7. Provide an evacuation plan with enough flexibility to avoid a suspected danger area.
8. Designate search teams.
9. Designate areas to be searched.
10. Establish techniques to be utilized during search.
11. Establish a procedure to report and track progress of the search and a method to lead qualified bomb technicians to a suspicious package.
12. Have a contingency plan available if a bomb should go off.
13. Establish a simple-to-follow procedure for the person receiving the bomb threat.
14. Review your physical security plan in conjunction with the development of your bomb incident plan.

Command Center

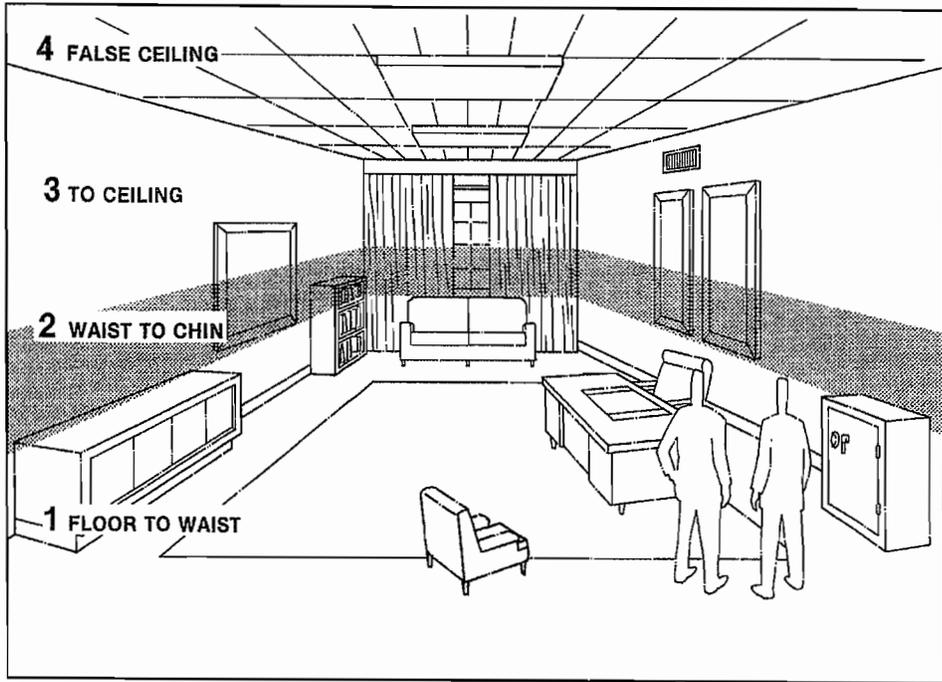
1. Designate a primary location and an alternate location.
2. Assign personnel and designate decisionmaking authority.
3. Establish a method for tracking search teams.
4. Maintain a list of likely target areas.
5. Maintain a blueprint of floor diagrams in the center.
6. Establish primary and secondary methods of communication. (Caution—the use of two-way radios during a search can cause premature detonation of an electric blasting cap.)
7. Formulate a plan for establishing a command center, if a threat is received after normal work hours.
8. Maintain a roster of all necessary telephone numbers.



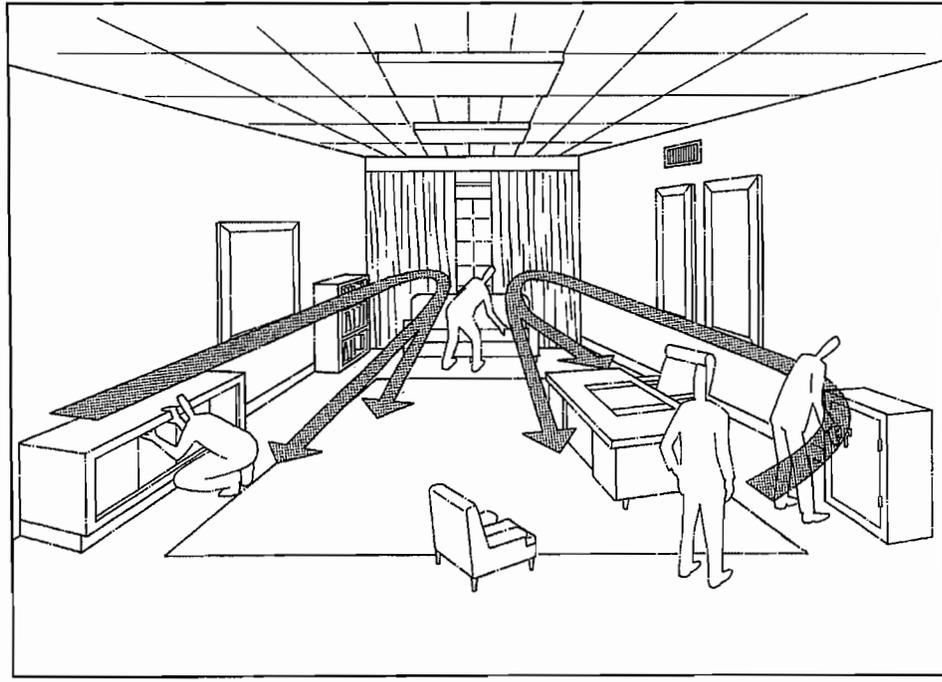
#1 ROOM SEARCH-STOP, LISTEN

24

1
5
1

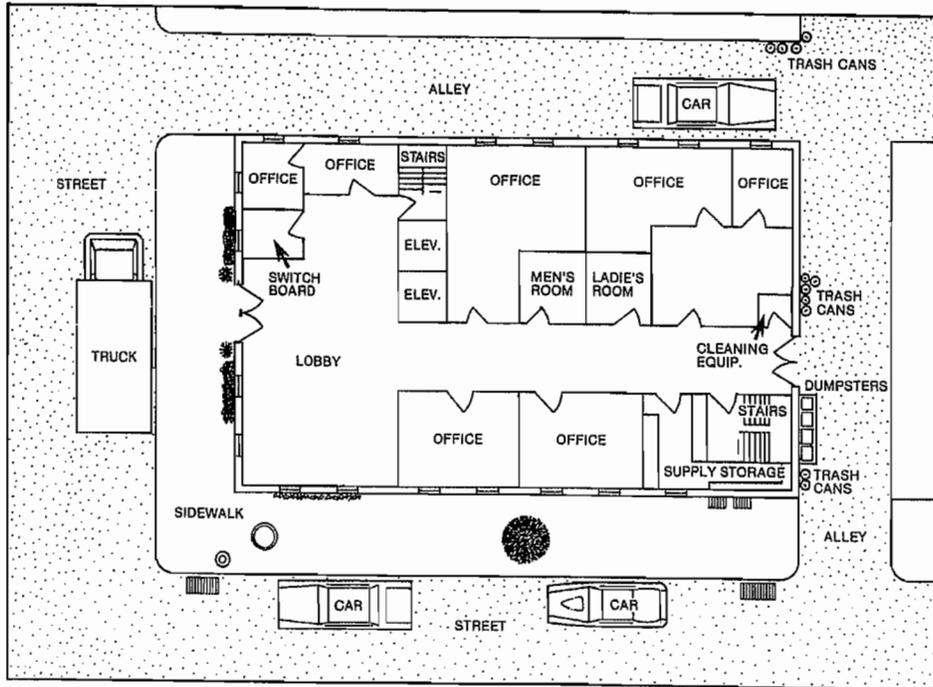


#2 DIVIDE ROOM BY HEIGHT FOR SEARCH

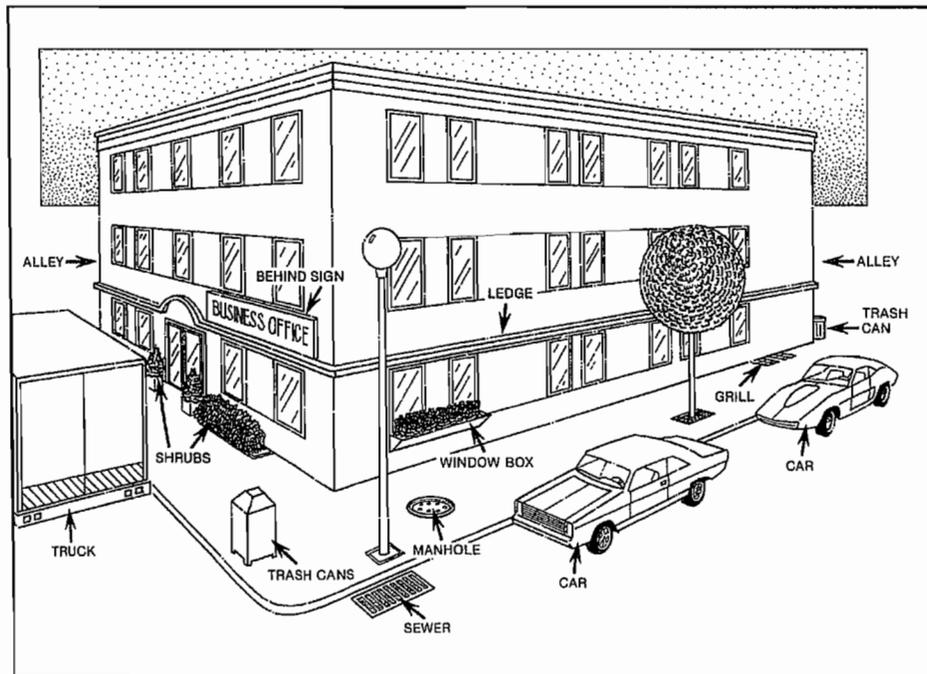


#3 SEARCH ROOM BY HEIGHT & ASSIGNED AREA,
OVERLAP FOR BETTER COVERAGE

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#4 SEARCH INTERNAL PUBLIC AREAS



#5 SEARCH OUTSIDE AREAS

ATF BOMB THREAT CHECKLIST

Exact time of call _____

Exact words of caller _____

QUESTIONS TO ASK

1. When is bomb going to explode? _____

2. Where is the bomb? _____

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. Where are you calling from? _____

9. What is your address? _____

10. What is your name? _____

CALLER'S VOICE (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Remarks: _____

Person receiving call: _____

Telephone number call received at: _____

Date: _____

Report call immediately to: _____
(Refer to bomb incident plan)

Detach and place by each telephone. Duplicate as necessary.

27

28

ATF BOMB THREAT CHECKLIST

Exact time of call _____

Exact words of caller _____

QUESTIONS TO ASK

1. When is bomb going to explode? _____

2. Where is the bomb? _____

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? _____

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Report call immediately to: _____
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ATF BOMB THREAT CHECKLIST

Exact time of call _____

Exact words of caller _____

QUESTIONS TO ASK

1. When is bomb going to explode? _____
2. Where is the bomb? _____
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. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLER'S VOICE (circle)

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Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Remarks: _____

Person receiving call: _____

Telephone number call received at: _____

Date: _____

Report call immediately to: _____
(Refer to bomb incident plan)

Detach and place by each telephone. Duplicate as necessary.

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dp

ATF BOMB THREAT CHECKLIST

Exact time of call _____

Exact words of caller _____

QUESTIONS TO ASK

1. When is bomb going to explode? _____
2. Where is the bomb? _____
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. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLER'S VOICE (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Remarks: _____

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Telephone number call received at: _____

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Detach and place by each telephone. Duplicate as necessary.

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Washington, DC 20226

Official Business
Penalty for Private Use, \$300





ACTIVE SHOOTER HOW TO RESPOND



October 2008

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Emergency Numbers

EMERGENCY SERVICES: _____ 9 -1 -1 _____

LOCAL EMERGENCY INFORMATION LINE: _____

LOCAL POLICE DEPARTMENT: _____

LOCAL FIRE DEPARTMENT: _____

LOCAL HOSPITAL: _____

LOCAL FBI FIELD OFFICE: _____

FACILITY SECURITY: _____

FACILITY ADDRESS: _____

FLOOR: _____ SUITE/ROOM: _____

OFFICE #: _____ EXT. _____

PROFILE OF AN ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

**CALL 911
WHEN IT IS SAFE TO DO SO!**

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

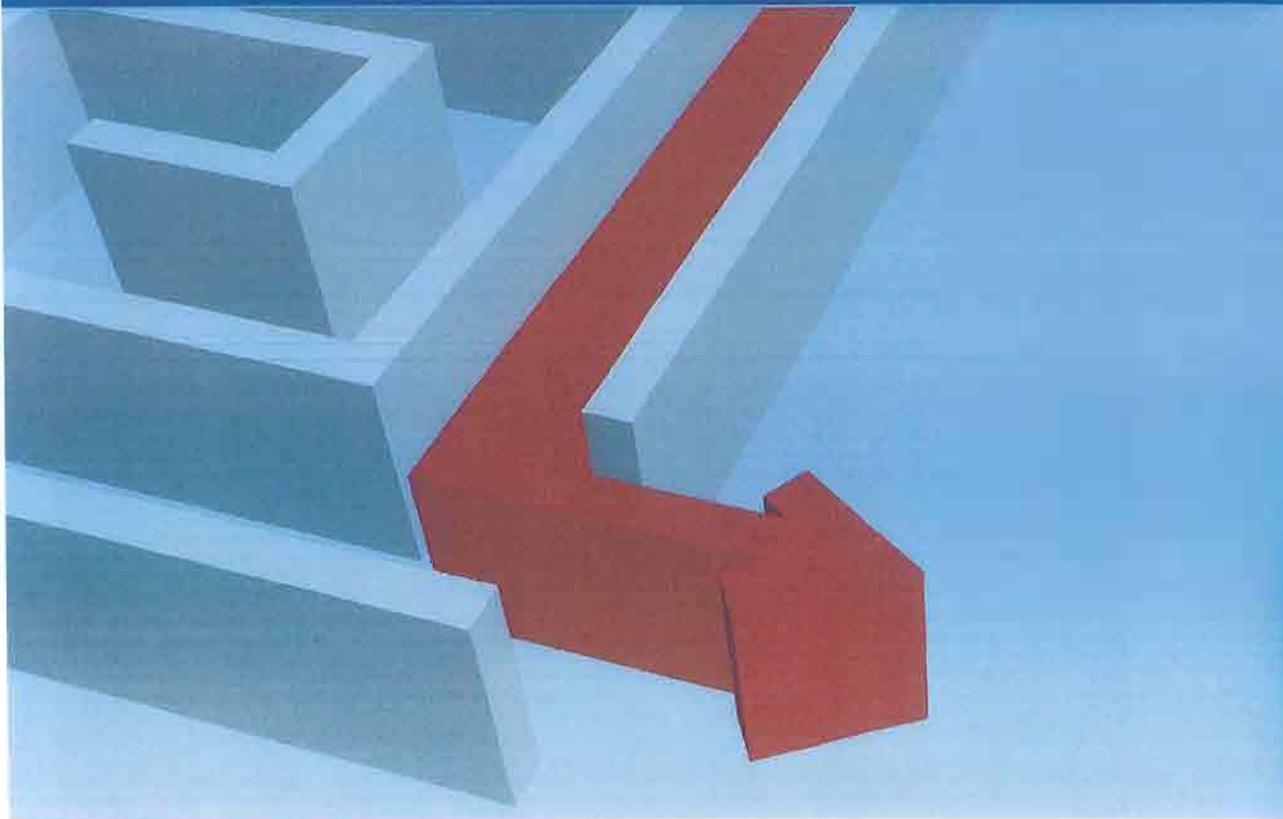
If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions



HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating; just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

TRAINING YOUR STAFF FOR AN ACTIVE SHOOTER SITUATION

To best prepare your staff for an active shooter situation, create an Emergency Action Plan (EAP), and conduct training exercises. Together, the EAP and training exercises will prepare your staff to effectively respond and help minimize loss of life.

Components of an Emergency Action Plan (EAP)

Create the EAP with input from several stakeholders including your human resources department, your training department (if one exists), facility owners / operators, your property manager, and local law enforcement and/or emergency responders. An effective EAP includes:

- A preferred method for reporting fires and other emergencies
- An evacuation policy and procedure
- Emergency escape procedures and route assignments (i.e., floor plans, safe areas)
- Contact information for, and responsibilities of individuals to be contacted under the EAP
- Information concerning local area hospitals (i.e., name, telephone number, and distance from your location)
- An emergency notification system to alert various parties of an emergency including:
 - Individuals at remote locations within premises
 - Local law enforcement
 - Local area hospitals

Components of Training Exercises

The most effective way to train your staff to respond to an active shooter situation is to conduct mock active shooter training exercises. Local law enforcement is an excellent resource in designing training exercises.

- Recognizing the sound of gunshots
- Reacting quickly when gunshots are heard and/or when a shooting is witnessed:
 - Evacuating the area
 - Hiding out
 - Acting against the shooter as a last resort
- Calling 911
- Reacting when law enforcement arrives
- Adopting the survival mind set during times of crisis

Additional Ways to Prepare For and Prevent an Active Shooter Situation

- Preparedness
 - Ensure that your facility has at least two evacuation routes
 - Post evacuation routes in conspicuous locations throughout your facility
 - Include local law enforcement and first responders during training exercises
 - Encourage law enforcement, emergency responders, SWAT teams, K-9 teams, and bomb squads to train for an active shooter scenario at your location
- Prevention
 - Foster a respectful workplace
 - Be aware of indications of workplace violence and take remedial actions accordingly

For more information on creating an EAP, contact the U.S. Department of Labor, Occupational Health and Safety Administration, www.osha.gov.



PREPARING FOR AND MANAGING AN ACTIVE SHOOTER SITUATION

Your human resources department and facility managers should engage in planning for emergency situations, including an active shooter scenario. Planning for emergency situations will help to mitigate the likelihood of an incident by establishing the mechanisms described below.

Human Resources' Responsibilities

- Conduct effective employee screening and background checks
- Create a system for reporting signs of potentially violent behavior
- Make counseling services available to employees
- Develop an EAP which includes policies and procedures for dealing with an active shooter situation, as well as after action planning

Facility Manager Responsibilities

- Institute access controls (i.e., keys, security system pass codes)
- Distribute critical items to appropriate managers / employees, including:
 - Floor plans
 - Keys
 - Facility personnel lists and telephone numbers
- Coordinate with the facility's security department to ensure the physical security of the location
- Assemble crisis kits containing:
 - radios
 - floor plans
 - staff roster, and staff emergency contact numbers
 - first aid kits
 - flashlights
- Place removable floor plans near entrances and exits for emergency responders
- Activate the emergency notification system when an emergency situation occurs

Reactions of Managers During an Active Shooter Situation

Employees and customers are likely to follow the lead of managers during an emergency situation. During an emergency, managers should be familiar with their EAP, and be prepared to:

- Take immediate action
- Remain calm
- Lock and barricade doors
- Evacuate staff and customers via a preplanned evacuation route to a safe area

Assisting Individuals with Special Needs and/or Disabilities

- Ensure that EAPs, evacuation instructions and any other relevant information address to individuals with special needs and/or disabilities
- Your building should be handicap-accessible, in compliance with ADA requirements.



RECOGNIZING POTENTIAL WORKPLACE VIOLENCE

An active shooter in your workplace may be a current or former employee, or an acquaintance of a current or former employee. Intuitive managers and coworkers may notice characteristics of potentially violent behavior in an employee. Alert your Human Resources Department if you believe an employee or coworker exhibits potentially violent behavior.

Indicators of Potential Violence by an Employee

Employees typically do not just "snap," but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors by an employee may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies):

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism; vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression / withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations of company policies
- Increased severe mood swings
- Noticeably unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal comments about "putting things in order"
- Behavior which is suspect of paranoia ("everybody is against me")
- Increasingly talks of problems at home
- Escalation of domestic problems into the workplace; talk of severe financial problems
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes

MANAGING THE CONSEQUENCES OF AN ACTIVE SHOOTER SITUATION

After the active shooter has been incapacitated and is no longer a threat, human resources and/or management should engage in post-event assessments and activities, including:

- An accounting of all individuals at a designated assembly point to determine who, if anyone, is missing and potentially injured
- Determining a method for notifying families of individuals affected by the active shooter, including notification of any casualties
- Assessing the psychological state of individuals at the scene, and referring them to health care specialists accordingly
- Identifying and filling any critical personnel or operational gaps left in the organization as a result of the active shooter

LESSONS LEARNED

To facilitate effective planning for future emergencies, it is important to analyze the recent active shooter situation and create an after-action report. The analysis and reporting contained in this report is useful for:

- Serving as documentation for response activities
- Identifying successes and failures that occurred during the event
- Providing an analysis of the effectiveness of the existing EAP
- Describing and defining a plan for making improvements to the EAP

References

Safety Guidelines for Armed Subjects: Active Shooter Situations. Indiana University Police Department, April 2007.

Safety Tips & Guidelines Regarding Potential "Active Shooter" Incidents Occurring on Campus. University of California Police.

Shots Fired, When Lightning Strikes (DVD), Center for Personal Protection and Safety, 2007.

Workplace Violence Desk Reference, Security Management Group International, www.SMGICorp.com

How to Plan for Workplace Emergencies and Evacuations, U.S. Department of Labor, Occupational Health and Safety Administration, OSHA 3088, 2001.



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www.dhs.gov



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COPING

WITH AN ACTIVE SHOOTER SITUATION

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

Contact your building management or human resources department for more information and training on active shooter response in your workplace.

PROFILE

OF AN ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

CHARACTERISTICS

OF AN ACTIVE SHOOTER SITUATION

- Victims are selected at random
- The event is unpredictable and evolves quickly
- Law enforcement is usually required to end an active shooter situation

**CALL 911 WHEN IT
IS SAFE TO DO SO**



HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

1. EVACUATE

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE OUT

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

3. TAKE ACTION

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

CALL 911 WHEN IT IS SAFE TO DO SO

HOW TO RESPOND

WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

INFORMATION

YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location