

COMMAND CENTER

CHAIN OF COMMAND – BOMB THREAT/EXPLOSIVE POLICY

CITY HALL AND ADMINISTRATIVE BUILDING

1. Prior to the arrival of the B.T.T.F., Office of the Sheriff's Technical Services and K-9 Units, the person receiving the phone call shall:
 - a. Place the phone on hold/or leave the phone off the hook on a multiple phone trunk line system.
 - i. If the phone threat is received on a singular line system, leave the phone off the hook and utilize a different phone.
 - ii. Record all the information concerning the phone call. The information concerning the call shall be completed on the "Office of the Sheriff Bomb Threat Form."
 - b. The person receiving the phone threat should call his/her supervisor on a different line, and make themselves available for questioning at the command post.

Command Post

Primary – Ground floor at the Security desk. (This area is utilized only for a received threat without a found suspicious item.)

Alternate – The Administrative Building. (This area is utilized in the event a suspicious item was received or found in the course of a search.)

- c. The Command post should be manned by the County/City Administrator, City Risk Manager, or Director of Buildings and Operations, representatives from the Office of the Sheriff, representative from Security, members of Camden City Police and members of the Technical Services and K-9 Unit.
2. Prior to the arrival of the B.T.T.F., the County Administrator/City Business Administrator or his designate shall have charge of the building.

All County and City employees shall follow the direction or orders given by the County Administrator or his designate.