

EMPLOYEE RESPONSIBILITIES

For

ALL EMPLOYEES

Anyone who receives a report that a bomb has been placed in the building shall:

- a. Record all information at stated above, and notify their immediate supervisor.
- b. No explosive or potential explosive device will be permitted inside any County/City installation.
- c. All employees shall take precautions within their respective work areas.
 - i. Employees should prevent unauthorized entry into areas that are not open to the general public. Contact Security immediately.
- d. Employees in their own work areas are more aware of what constitutes a suspicious item or situation. Your help in identifying these objects is expected and appreciated.

