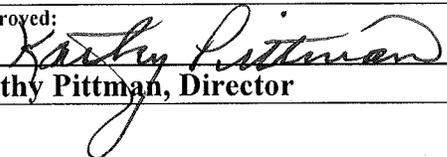


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES
JUVENILE INSTITUTIONS**

Subject: Bomb Threats		Policy Number: 7
Number of Pages: 3		Section: VIII
Attachments		Related Standards & References
A. Bomb Threat Checklist B. Suspicious Package Assessment Guide C. Decision Matrix		
Effective Date: March 08, 2010		Approved:  Kathy Pittman, Director

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services that any threat of injury or harm by an explosive device to person or property on Oakley Training School Campus shall be taken seriously, handled appropriately and reported to local law enforcement authorities. All precautions shall be taken to maintain security and to protect all youth and staff from harm. All staff shall be trained on the proper procedures for handling a bomb threat and shall participate in scheduled drills.

II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

- A. None

III. PROCEDURE

- A. Precautions

1. After a bomb threat has been received, staff and youth shall be evacuated from the threatened area. All youth present in that area shall be accounted for by staff.
2. Searches of the threatened area shall be conducted by local law enforcement personnel.
3. An Incident Report shall be completed and used to document the details of any situation involving the threat of a bomb or other explosive device, which should be submitted to Central Control immediately following the threat received verbally, in writing or via suspicious package or delivery.

- B. Verbal Threat - In the event of a bomb threat via telephone, the staff member receiving the threat shall remain on the phone with the caller to gather pertinent information and should pay particular attention and record the following information on an Incident Report :

1. Exact words of the caller and resulting conversation.

Subject	Policy #	Page
Bomb Threats	VIII.7	2 of 3

2. Exact date and time the call was received and ended.
 3. The telephone number and location from which call is being made.
 4. Specifics about the bomb or explosive device.
 - i. When is the bomb going to explode?
 - ii. Where is it right now? Try to get specifics.
 - iii. What type of bomb is it?
 - iv. What does it look like?
 - v. What will trigger an explosion?
 - vi. Who placed the bomb?
 5. Details about the caller.
 - i. Description of the caller's voice and any apparent accent or distinction.
 - ii. The caller's name, address, telephone number and current location.
 - iii. The callers perceived sex, race, nationality, ethnicity or age
 - iv. The caller's temperament (calm, rushed, angry, irritated, etc)
 6. Any observed background sounds or noise (static, voices, running motor, music, beeping, animals, machinery, etc).
 7. When a threatening call is received or a call by someone with information about a believed or apparent threat is received, the caller should be kept on the line as long as possible and as much information as possible should be solicited.
 8. If possible or when other staff persons are present, the staff person receiving the call should seek assistance to listen to the call and substantiate the apparent threat and any evidence.
 9. Report the call to Central Control immediately, when call is terminated.
 10. Central Control shall report the threat to the Facility or Duty Administrator, who shall report the incident to local law enforcement.
- C. Written Threat - In the event of a bomb threat via letter or note, the staff member shall save all the material including any envelope or container.

Subject	Policy #	Page
Bomb Threats	VIII.7	3 of 3

1. Contact Central Control and handle the material as little as possible, to preserve possible finger prints.
2. Central Control shall turn over all material immediately and report threat to the Facility or Duty Administrator, who shall report the incident to local law enforcement.

D. Suspicious Package- If a suspicious package is received at the facility (based on assessment guide-Attachment A or other apparent evidence) and an explosive device is suspected, the following protocol shall be followed:

1. The package should not be handled at all. The package should not be opened, smelled or shaken by staff not trained in the detection of explosive devices.
2. Central Control shall be contacted to notify the Facility or Duty Administrator and local law enforcement.
3. If the presence of an explosive device is apparent, Central Control shall then call for the evacuation of all areas of the campus or facility within 50 meters of the device and contact the Facility Administrator or Duty Administrator, who shall contact local law enforcement.
4. The Shift Supervisor shall verify that all personnel are cleared from the threatened area.
5. Staff and youth shall not be permitted to return to the threatened area until threat of an explosion has been eliminated or verified as false by local law enforcement.

E. Drills – Staff shall participate in regularly scheduled drills, which shall take place no less than semi-annually. All drills shall be appropriately documented in the approved format.