

**MARIN COUNTY SHERIFF' S OFFICE
GENERAL ORDER MANUAL**

**CHAPTER 3 – SAFETY
GO-03-02
Page 1 of 2**

**DATE
March 31, 1987
Rev: 2/22/02**

BUILDING EVACUATION, BOMB THREAT – CIVIC CENTER COMPLEX

POLICY

It is the policy of the Marin County Sheriff's Office to evaluate each bomb or mass destruction threat and recommend a course of action to the County Administrator.

NOTIFICATION

Command Officer Notification

Captain, Bureau of Support Services, or in his absence,

Captain, Bureau of Detention Services, or in his absence;

Captain, Bureau of Field Services, or in his absence,

Patrol Watch Commander

PROCEDURE

Once the Sheriff's Office is notified of a bomb or mass destruction threat, the information will be forwarded to a Command Officer for evaluation. After reviewing pertinent information, the command officer will:

- Confer with the Undersheriff or Sheriff
- Contact the County Administrator and develop a plan of action

If a decision is made to evacuate the building, the Command Officer will:

- Direct Communications Supervisor to notify building employees and visitors of the bomb threat over the Group Alert System. Communications has a prepared message and will only need the time the threat was received, time of possible detonation, affected locations, if given, and when employees are expected to return to the building.

Direct Communications Supervisor to:

- advise San Rafael Fire Department for standby, and
- request San Rafael Police Department and/or California Highway Patrol for traffic control.

Mobilize necessary Sheriff's personnel to search building. The search will NOT **begin until after the reported detonation time, if one is given.**

If a suspected bomb is located, the contracted bomb disposal unit will be contacted (currently, University

of California, Berkeley Police, (510) 642-3333 [emergency] or (510) 642-6760 [business]) request assistance, obtain ETA on scene and coordinate frequencies. After the building has been searched and no suspected device is located, the Command Officer will authorize opening the building to County business.

At the direction of the Command Officer, a report will be obtained from the County employee who received the bomb threat.

If a decision is made not to evacuate the building, the Command Officer will:

- Direct the Communications Supervisor to notify building employees and visitors of the bomb threat over the Group Alert System.
- Although the building is not being evacuated, employees desiring to leave the building will be allowed to do so for up to one (1) hour.
- Mobilize necessary Sheriffs personnel to search specific areas of the building as directed.
- At the direction of the Command Officer, a report will be obtained from the County employee who received the bomb threat.

RELATED STANDARDS:

GO-03-05 – Bomb Threat, Suspicious Object Response

AFFECTED DIVISIONS:

All

DATE OF REVISIONS:

3/31/87
9-1-92 Replaced General Order GN-90-09
2/22/02

By Order of:

ROBERT T. DOYLE
SHERIFF