



Administrative Regulations

Number AR34-3
Issue 1

Subject: Bomb, Biological, and Chemical Threat Assessment Procedure

I. PURPOSE:

To establish a standard procedure for assessing evacuations for bomb, biological, and/or chemical threat(s) in or around city-occupied facilities and to address two basic scenarios:

- Threats received by telephone, in-writing, in-person.
- Discovery of a suspicious object/substance that could be a bomb, biological (see Addendum A for Mail Handling Procedures), or chemical threat.

II. SCOPE:

This regulation is applicable to all City departments and offices responsible directly to the City Manager. It is also recommended that elective offices and other independent offices and departments of the City comply with these procedures in the interest of administrative uniformity.

III. AMENDMENT:

The City Manager may amend the procedures and content set forth in this regulation as required.

IV. POLICY:

The City, in addition to complying with all provisions of the Occupational Health and Safety Act, will attempt to provide a safe and healthful place in which to work.

V. PROCEDURE:

If a threat or suspicious package/substance is received or found, immediately call 9-1-1. The Threat Assessment Team (TAT) will then be notified by the City Safety Officer, through the Police Watch Commander.

A designated Threat Assessment Team (TAT) shall be responsible for the assessment of evacuations in the event of a bomb, biological, or chemical threat not involving a

suspicious object. The TAT shall consist of the following individuals: City Manager (City Hall Threats) or designated person-in-charge, Department Director (City buildings other than City Hall) or pre-designated person in charge, and City Safety Officer. The TAT may use other "specialized" departments (i.e., Police, Fire, Health) to assist in the assessment of credible versus non-credible threats. The purpose of this team is to evaluate the threat, consider search and evacuation options, and provide direction to affected areas. All bomb, biological, and chemical threats shall be handled according to the following procedure.

A. Threat Only (No Suspicious Object/Substance)

For threats with no suspicious object/substance, an assessment of the threat shall be conducted by the TAT to determine a safe course of action. Any directive to search or to evacuate shall be reserved to the City Manager's office, Department Head, or designated person-in-charge. Searches shall be conducted using Floor Wardens, management/supervisors and other available staff, with the assistance of security staff or Police Department personnel.

B. Threat Involving Suspicious Object/Substance

In the event a suspicious object/substance is found and is verified to be suspicious in nature; the Police Department will typically order and assist with an evacuation of appropriate areas. If the suspicious object/substance is biological in nature, all non-City employees in the building should be instructed to give their name and a contact phone number at the evacuation collection point. The Police Department will notify the Los Angeles County Bomb Squad, City Health Department, and/or Los Angeles County Health and Hazardous Materials, if necessary. In any case, the City Manager, Assistant City Manager, Department Head(s), and the TAT shall be notified.

C. Facility Closure

A facility may be closed when continued use of the facility would pose a security, safety, or health risk to employees or the public. Building closure may be considered as the result of natural disasters (e.g., earthquakes), acts of terrorism (e.g., bomb threats), or major emergencies (e.g., civil unrest). In addition, events that significantly disrupt the workplace (e.g., loss of electricity, heating, cooling, water, restrooms, etc.) may be cause for building closure.

D. Facility Closure Authorization

A department head, or designee, may close a building with the approval of one of the following individuals: City Manager, Assistant City Manager, Deputy City Manager, Police Chief, Fire Chief, Director of Public Works, Director of Planning and Building, City Health Officer or City Safety Officer. If none of these individuals are available, and the emergency requires immediate action, a department head is authorized to close a city facility under his or her administration.

E. Release of Employees

When a city facility has been closed, employees will be reassigned to another work site, as circumstances permit (see Relocation Plan). If a department head is unable to reassign employees, they may be released early from work. These employees will be paid for the balance of their regularly scheduled work shift.

If the facility remains closed for a succeeding shift, and another work site is unavailable, the Department Head or designee will make every effort to contact the affected employees to inform them not to report to work. If a facility remains closed for subsequent or additional day(s), the department head shall make every effort to find alternative work locations for the affected employees. If alternative work sites are not available, the Department Head may attempt to reschedule the employees' work hours during the work week. If it is not feasible to reassign employees or reschedule work hours, employees will cover the absence by using, at their discretion, either paid leave time (vacation, personal leave, or in-lieu holiday, compensatory time, executive leave) or unpaid leave.

If a facility has not yet been closed but an employee requests to be released from work early to attend to the issues of child care or personal emergency brought about by the event, the Department Head or designee, will make every effort to accommodate these requests, provided that it does not create operational hardships. Employees released under these circumstances will be required to use accumulated leave time during the absence.

The detailed procedures for implementing this Administrative Regulation are found in the "Citywide Safety, Health, and Environmental" manual under "Health and Safety GSP 106.005."