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| **Title: Exercise Plan** | |
| **DOC#: #.###-X** | **Version: mmddyy** |

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| **EXERCISE NUMBER:** |

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| **EXERCISE PLAN** | | | | |
| 1. **Event to be Exercised:** | Bomb Threat | | | |
| 1. **Type of Exercise:** | Functional | | | |
| 1. **Purpose and Scope:** | Test and evaluate the response of building Occupants’, Building security, and University Police to a bomb threat called in to one of the building occupants. | | | |
| 1. **Exercise Objectives:** | | | | |
| **Specific Objective** | **Measure of Success** | **Bio Plan** | **IR Plan** | **Sec Plan** |
| Test how building occupant responds to a call alerting them to a bomb threat | Occupant will gather as much information as possible using the Bomb threat checklist and immediately contact Security after the call. |  | X |  |
| Test Security Officer response to bomb threat report | Security Officer should take the report and immediately contact University Police, the Operations Manager and RO |  | X | X |
| Test University Police response | Univ. Police should arrive on scene, evaluate the credibility of the threat, order building evacuation in accordance with protocol, set up a clear perimeter, and coordinate with local law enforcement according to protocol |  | X |  |
| Test internal communication | All personnel who are supposed to be contacted are notified in a timely manner and personnel are appropriately alerted to remain clear of the area |  | X |  |
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| **ROLES AND RESPONSIBILITIES** | | |
| 1. **Planning Team:** | | |
| **Name** | **Agency** | **Contact Information** |
| Responsible Official | EHS |  |
| University Police Rep | University Police |  |
| Local Law Enforcement Rep | Local Law Enforcement |  |
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| 1. **List of Evaluators:** | | |
| **Name** | **Agency** | **Role** |
|  |  | Observe building occupants |
|  |  | Observe Security Staff |
|  |  | Observe University Police |
|  |  | Observe local law enforcement |
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| 1. **List of Players:** | | |
| **Role** | **Name** | **Contact Info** |
| Call in bomb threat | EHS staff member |  |
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| **DATE OF EXERCISE:** |

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| **SCRIPT** | | | | | | |
| **Input** | **Inject** | **Item #** | **Expected Action** | **Actual Action** | **Discussion/Findings** | **Recommended Improvements** |
| 1 | Building occupant receives phone call/bomb threat | 1 | Using Bomb Threat Checklist as a reference, occupant keeps the caller on the phone and records as much information about the call | Occupant said, “ok” and hung up the phone. Was too frazzled to remember any details | The call took the occupant by surprise. Bomb threat checklist was not available in paper copy, and in the moment, the occupant was unable to access the checklist from user forms | Provide printed copy of the bomb threat checklist to each occupant to place by their phone |
|  |  | 2 | Occupant immediately notifies security of the call | Occupant notifies Security Officer at the front desk. | Occupant notified Security as required in a timely manner. | NA |
| 2 | Occupant notifies Security Officer that he just received a bomb threat | 3 | Security Officer instructs the occupant to stay at the security desk and calls University Police | Security Officer asked the occupant to describe what happened and then called University Police. The occupant stayed at the front desk |  |  |
|  |  | 4 | Security Officer notifies the RO and Operations Manager | Security Officer notifies the Operations Manager. The RO is in a meeting. She is contacted on her cell by the Ops Manager |  |  |
|  | Etc. |  |  |  |  |  |
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| **EVALUATOR CHECKLIST** | | | |
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| **Evaluator: Jane Doe** | | | |
| **Date:** | **Location:** | | |
| **Function Being Evaluate:** Test how building occupant response to a call alerting him of a bomb in the building. | | | |
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| **Item/Action** | **Obj. Met** | | **Notes/Comments** |
| **Yes** | **No** |
| Occupant has a copy of the bomb threat checklist available |  | X |  |
| Occupant was able to access the bomb threat checklist electronically |  | X | He knew where it was located but was too flustered to locate the checklist before the caller hung up. |
| Occupant recorded as much as he could remember about the call | X |  | However, he couldn’t remember much (whether the caller had an accent, noises in the background, etc.) |
| Occupant immediately notified Security | X |  | Occupant went to security desk and reported the phone call immediately after the call was received. |
| Occupant assisted University Police |  |  | Occupant stayed at the front desk and answered University Police’s questions. |
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| Signature of Evaluator Date |