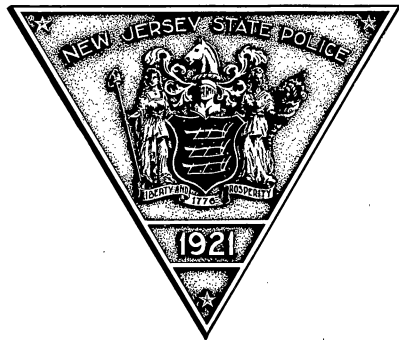


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# Emergency Procedures State Capitol Complex



New Jersey State Library

Published and Distributed by the  
**NEW JERSEY STATE POLICE**

October 1976

# *Introduction*

This brochure is issued by the New Jersey State Police to provide guidelines in the event of emergency situations which may develop within the State House Complex while you are working, visiting, or participating in some function.

Remember, this booklet contains a basic outline and will not answer all the questions and details relative to the Emergency Procedure.

Should you require additional information —

**Please Contact:**

**The New Jersey State Police Supervisor  
in Room 106 of the State Capitol Building  
or Phone: 292 - 4653**

**Colonel Clinton L. Pagano  
Superintendent  
New Jersey State Police**



# *Receiving a Bomb Threat Call*

## *“Keep Cool”*

1. Note exact time of incoming call.
2. What line was call received on:  
Scan – Private – Toll?
3. Listen for Toll Charge:  
Note amount of Toll Charge  
Stay on line after caller hangs up.  
Attempt to make contact with Toll Operator.  
Ascertain origin of call – Phone number.
4. Male or Female caller?
5. Any Accent or Drawl?
6. Engage in a Conversation – Ask –  
What kind of bomb? – What does it look like?  
Location – What building? – What floor? –  
Section?  
Time set to go off?  
Why did caller place the bomb?  
What group does caller represent?
7. Keep Talking – Make written notes – Don't trust  
to memory – Exact wording important.
8. Listen to the voice of caller – Was it Calm, Excited,  
Stutter, Laughter, Rapid, Slow, etc.?
9. Background Sounds – Music, Street noises, Factory  
machinery, Other voices?
10. Language – Well spoken, Foul, Incoherent, Taped?
11. Inform Supervisor.

## *Supervisor's Role*

1. Contact State Police Unit — **292 - 4653**
  - A. Have the individual who received the call report to you in person.
2. Inform other Staff Personnel.
3. Alert Floor Captains — Activate Search Plan.
4. Should the State Police Supervisor order an evacuation, Activate an Evacuation Plan.
5. Upon leaving your office, take copy of Emergency Procedure and Check List with you.
6. Accompanied by the person who received the call, report to the Main Floor or Main Exit and seek out the State Police Supervisor. Further decisions or plans will be developed based on information as it is obtained.

## *Police Role*

1. Only the State Police Supervisor will give the order to evacuate any building within the State House Complex in a Bomb Threat Situation.
2. Organize personnel and conduct a thorough search.
3. Evaluate situation and determine from information obtained, the proper course of action.
4. If evacuation is ordered – Call in support services, Fire Department and First Aid.
5. Keep Governor's Office and Division Headquarters informed of all proceedings, right from the beginning.
6. Maintain control of situation.
7. The people who are being evacuated should be directed to report to another location in the complex, rather than sending them home.
8. Keep Supervisory Personnel of that particular building informed of the operation.
9. Safety and Welfare of all personnel is the prime consideration.

# *Search*

1. Preliminary Search:

Emergency Brigade will make a cursory search of offices, storage areas under their control and priority areas. **DO NOT TOUCH** packages that are unfamiliar to you.

Police Personnel will search Rest Rooms, Hallways, Phone Booths, Stairwells, Unprotected Storage Areas and Outside Perimeter.

2. Based on available information, A second more thorough search may be activated utilizing only Police Personnel.

3. Should a suspected package or actual explosive device be located, the package will be removed by **TRAINED PERSONNEL ONLY.**

4. After Package is removed, a follow up search will be conducted by Police Personnel.



# *Evacuate*

1. The State Police Supervisor will determine whether or not to evacuate in a bomb threat situation. Building Supervisors will activate their plan when so instructed by the State Police Supervisor.
2. Should a fire, explosion, radiation or other emergency situation arise, then an orderly evacuation should begin immediately utilizing the "Emergency Brigade" to direct a **Safe** and **Complete** evacuation.
3. When persons are evacuated, they will be directed to another location within the complex. When this has been accomplished, Floor Captains should double check to make sure everyone is accounted for.
4. Evacuation plans have to be developed and tested by supervisors in charge of the various units throughout the State House Complex.
5. Alarm systems and evacuation routes will differ in most buildings. Should you be in another building at the time of an alert, co-operation with the Emergency Brigade is necessary.
6. Plans for disabled employees are very important — since elevators are **NOT** to be used.

# *Recall*

1. It is necessary to repeat here that evacuated employees are **NOT** to go home unless so directed. Employees will be directed to another area of the complex.
2. After a thorough search is made or the emergency situation has been stabilized, employee recall will be initiated by the Emergency Brigade and Police Personnel.
3. When recall is apparently completed, the Emergency Brigade will report to the building supervisor to report injuries, damage, personnel incidents, and a general de-briefing.



# Notes

## *Remember*

**Anyone who uses the telephone  
to make Threats to Kill or Injure,  
or to do Damage to Property  
may be Prosecuted  
under State or Federal Law,  
both of which make provisions  
for Penalties to include  
Fine and/or Imprisonment.**





