

IN THE ADIRONDACKS

Lake Placid Public Library

2471 MAIN STREET
LAKE PLACID, NEW YORK 12946

Bomb Threat Policy

All bomb threats are to be considered valid and taken seriously until proven otherwise. Safety of the public and of Lake Placid Public Library employees, buildings and facilities will take precedence over normal activities. In the event of a bomb threat, staff should do the following:

1. Remain calm. Keep caller on line for as long as possible. DO NOT HANG UP, even if caller does.
2. Try to get as much information as possible as to location of device, reason, etc.
3. Listen carefully, be polite, show interest
4. Attempt to motion to colleague to call the police
5. If number is on display, write the number/name down and time the call was received
6. Note as much as you can about the caller: age, sex, accent, type or tone of voice. Listen carefully for any background noise.
7. If possible, do not hang up the phone, but call the police from another phone
8. Evacuate the building until the police can assess the situation
9. Under no circumstances should anyone other than properly trained personnel attempt to handle any suspicious devices