

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

EVACUATION OF CITY HALL
SUBJECT

DATE March 1, 2005

NO X-6

FROM CHIEF ERIC JONES

TO: ALL PERSONNEL

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City Hall Evacuation
City Hall Bomb Threats

I. POLICY

The Stockton Police Department will adhere to the procedure established by the City of Stockton for the evacuation of City Hall.

II. PROCEDURE

A. City Hall evacuation and search during NORMAL BUSINESS HOURS. (weekdays 0800 to 1700 hours):

1. The City Manager or the ranking on-duty Fire Department Officer from City Hall has the primary responsibility for authorizing and conducting searches and/or evacuations of City Hall during normal business hours.
2. When the Telecommunications Center receives notification of a bomb threat at City Hall, the Watch Commander will be notified and will respond to the Operations Center at the Fire Department Office, main floor of City Hall. A minimum of six officers will be dispatched to the Operations Center for assignment by the Watch Commander.
 - a. Communication with the Stockton Fire Department will be established, as the ranking on-duty Fire Department Officer in the Operations Center will be the Incident Commander, during normal business hours.
3. The Incident Commander (ranking Fire Officer) will contact each floor warden to institute a search prior to reporting to the Operations Center.
4. The Watch Commander will meet with the City Manager or the ranking Fire Officer at the Operations Center to assist in the coordination of the search and/or evacuation of citizens visiting City Hall.
5. The Watch Commander, on arrival at the Operations Center will:
 - a. Discontinue all radio traffic in and around the scene.
 - b. Assign four officers to guard the outside doors to prevent additional citizens from entering;
 - c. Assign two officers to search the exterior of City Hall.
 - d. Upon request, assist in removing anyone who refuses to leave.
 - e. Notify Vice Unit during business hours.

B. During normal working hours, the Investigations Division and E.O.D. personnel will be notified of the bomb threat.

NOTE: E.O.D. will respond only if a device or suspected device is located.
If E.O.D. responds, E.O.D. Personnel will document their actions on the appropriate report form.

- C. If a suspected device is located, the Watch Commander's responsibilities are to:
 - 1. Discontinue any radio traffic to the scene.
 - 2. Contact the Telecommunications Center to notify the bomb disposal personnel.
 - 3. Give any assistance needed for the evacuation of City Hall personnel.
 - a. The evacuation area is Martin Luther King Plaza, immediately north of City Hall.
 - 4. Assign additional officers to traffic control as the situation dictates.

III. CITY HALL EVACUATION AND SEARCH DURING NON-BUSINESS HOURS. (1700 TO 0800 HOURS, WEEKENDS AND HOLIDAYS).

- A. Stockton Police Department personnel are responsible for search and evacuation of the public areas of City Hall, (restrooms, hallways) and for notifying personnel working or meeting in the building.
- B. The Watch Commander, as the City Manager's representative, will be the Incident Commander for the evacuation and search of City Hall, during non-business hours.
 - 1. The Watch Commander will establish a Mobile Operations Center (Command Post) on the north side of the building.
 - a. Notify the Fire Department Emergency Public Information Officer, through the Fire Communications Center.
 - 2. Normally, Monday through Friday there are two janitors working in the building.
 - a. The janitors generally will know what meetings are taking place as well as who is working in the building.
 - 3. The staffing of search teams will be consistent with available personnel and at the discretion of the Watch Commander.

IV. GENERAL

- A. At no time after receipt of a bomb threat will the City Hall elevators be used.
- B. All communications in and about the scene will be conducted verbally and not over any radio or transmitting device.
- C. If a bomb or suspicious device is located, E.O.D. squad will be contacted to respond.

Related References: General Order X-1 Explosive Storage Facility
 General Order X-2 Bombs, Explosive Material Handling