



**Santa Cruz Consolidated
Emergency Communications Center**

495 Upper Park Road
Santa Cruz, California 95065
(831) 471-1000 Fax (831) 471-1010

Michael J. McDougall
General Manager


9-1-1 FIRE
POLICE
MEDICAL

**COMMUNICATIONS PERSONNEL
SAFETY PROGRAM PROCEDURE**

Procedure No. 2180

Date Issued: April 27, 1999

Date Revised:

APPROVED: 
General Manager, SCCECC

SUBJECT: SAFETY PROCEDURE IN CASE OF BOMB THREAT

- 1.0 The on-duty Supervisor (or Dispatcher III, in the absence of the Supervisor) is responsible for directing and coordinating all activities relating to the emergency response and the return to normal operations.
 - 1.1 The Supervisor/Lead shall alert the General Manager as soon as possible.
 - 1.2 Personnel receiving the threat shall listen to the caller and note all of the information given, notify the Supervisor or Lead, and create an incident for Santa Cruz Police Department in the computer aided dispatch (CAD) system.
 - 1.3 The SCPD dispatcher shall broadcast the incident as appropriate (the incident may be relayed via land-line).