BOMB SCARE CALL PROCEDURE

Operation A-2

NIGHT

A. In Effect:

1. When call received is one during which caller states a bomb is to be thrown or placed SOMEWHERE on Campus with no definite location given.

2. 10:00 P.M. to 7:00 A.M.
   Monday, Tuesday, Wednesday, Thursday, Friday

B. Radio Dispatcher (Service Building) will

1. Call Chief Parker and Ralph Wolf (Relay original call to them) Parker - AX 9-6601
   Wolf - AM 2-2627

2. Call Highway Patrol (CL 2-1141) Patrol to report to Chief Parker.

3. Call Night Watchmen - Alert, assign them to search buildings, location depending on their particular location when alert call is received.

4. Call Mr. Overholt (HU-6-3510) - Alert, he will cause check to be made of all men's dormitories.

5. Call Helen Raney (AX 1-5735) - Alert, she will cause check to be made of all women's dormitories

6. Call Hospitals - University (AX 4-4848) - Call operator to alert Supervisor on duty.
   Tuberculosis (AX 4-3571) - Call operator to alert Supervisor on duty.
   Receiving (AX 9-3111) - Call operator to alert Supervisor on duty.

C. Chief Parker will

1. Cause check to be made of Power Plant and secure it immediately.

2. Will cause check to be made of and secure
   a. Area across River
   b. Chemical Abstract Building, Marschon Auditorium, Ohio Union, St. John Arena and any other buildings not reached by phone.

3. Will coordinate use of Highway Patrol, Night Watchmen, Campus Police and any available janitors as he sees fit for patrol work, checking buildings, investigations and overall security.
BOMB SCARE CALL PROCEDURE

Operation B-1

D A Y

A. In Effect:

1. When call received is one during which caller states a bomb is to be thrown or placed in a definitely named building or area.

2. 7:00 A.M. to 10:00 P.M.
   Monday, Tuesday, Wednesday, Thursday, Friday
   And
   7:00 A.M. to 5:00 P.M. Saturdays

B. Radio Dispatcher (Service Building) will

1. Call Chief Parker and Ralph Wolf (Relay original call to them) Parker - Ext. 1616
   Wolf - Ext. 975

2. Call Highway Patrol (CR 2-1141) - Patrol to report to Chief Parker at
   specifically named building or area.

3. Call Mr. Palmer (Ext. 1134) - To alert all janitors to check buildings. Janitor
   on duty at specifically named building to be alerted to assist with evacuation of that building if
   evacuation is ordered.

4. Call Mr. Overholt (Ext. 2271 or Ext. 2272) - To alert all occupants of men's
   dormitories to check all rooms. If
   specifically named building is a
   dormitory he, along with Chief Parker,
   will take immediate steps to evacuate
   named dormitory.

5. Call Helen Raney (Ext. 2015) - To alert all occupants of women's dormitories
   to check all rooms. If specifically named
   building is a dormitory she, along with Chief
   Parker, will take immediate steps to evacuate
   named dormitory.

6. Call Hospitals Only on Order from Chief Parker
   Note: If hospital building is named specifically, Chief Parker will confer
   with Supervisory Head as to plans.

7. Call Mershon Auditorium - Mr. Horton (Ext. 2354) - Alert for check.

8. Call Ohio Union (Ext. 2924) - Alert for check.

C. Chief Parker will

1. Go to specifically named building or area and operate from there.

2. Cause check to be made of Power Plant and secure it immediately.
3. Cause check to be made of and secure
   a. Area across River
   b. Chemical Abstract Building, Marshek Auditorium, St. John Arena and any other building not reached by phone.

4. Coordinate use of Highway Patrol, Night Watchmen, Campus Police and any available janitors, as he sees fit for patrol work, checking buildings, assisting in evacuation, and overall security.
BOMB SCARE CALL PROCEDURE

Operation B-2

NIGHT

A. In Effect:

1. When call received is one during which caller states a bomb is to be thrown or placed in a definitely named building or area.

2. 10:00 P.M. to 7:00 A.M.
   Monday, Tuesday, Wednesday, Thursday, Friday

B. Radio Dispatcher (Service Building) will

1. Call Chief Parker and Ralph Wolf (Relay original call to them)

2. Call Highway Patrol (CL 2-1141) - Patrol will report to Chief Parker at specifically mentioned building or area.

3. Call Night Watchmen - Alert, dispatch them to specifically named building or area and report to Chief Parker.

4. Call Mr. Overholt (HU 6-3510) - Alert, he will alert occupants of men's dormitories to check all rooms. If specifically named building is dormitory, he, along with Chief Parker, will take immediate steps to evacuate named dormitory.

5. Call Helen Ramsey (AX 1-5735) - Alert, she will alert all occupants of women's dormitories to check all rooms. If specifically named building is dormitory, she, along with Chief Parker, will take immediate steps to evacuate named building.

6. Call Hospitals Only On Order from Chief Parker
   Note: If hospital building is specifically named, Chief Parker will confer with Supervisory Head as to plans.

C. Chief Parker will

1. Go immediately to named building or area and operate from there.

2. Cause check to be made of Power Plant and secure it immediately.

3. Cause immediate check of and secure
   a. Area and buildings across River
   b. Chemical Abstract Building, Mershon Auditorium, St. John Arena and any other building not reached by phone.

4. Coordinate use of Highway Patrol, Night Watchmen, Campus Police and any available janitors as he sees fit, for patrol work, checking buildings, assisting in evacuation and overall security.
BOMB SCARE CALL PROCEDURE

Operation C-1

DAY

A. In Effect:

1. When call received is one during which caller states definitely a bomb can be found or has been placed in a specifically named building or area.

2. 7:00 A.M. to 10:00 P.M.
   Monday, Tuesday, Wednesday, Thursday, Friday
   And
   7:00 A.M. to 5:00 P.M. Saturdays

B. Radio Dispatcher (Service Building) will

1. Call Chief Parker (CY 3-1616) and Ralph Wolf (CY 3-1975) (Relay original call to them.)
   Parker (AX 9-6601)
   Wolf (AM 2-2627)

2. Call Highway Patrol (CL 2-1141) - Patrol cars will report to Chief Parker at designated building.

3. Call Bomb Squad at Ft. Hayes - Capt. Brochu, CA 1-5861, Ext. 436
   Direct Line CA 4-7034. Direct them to designated building to report to Chief Parker.

4. Call Mr. Palmer (CY 3-1134) - To alert all janitors in all buildings, janitor in designated building to be alerted to assist in evacuation of building.

5. Call Mr. Overholt (Ext. 2271 and 2272) - To alert all occupants of all men's dormitories. If dormitory is specifically named building, cause it to be evacuated immediately.

6. Call Helen Raney (Ext. 2015) - To alert all occupants of all women's dormitories.
   If dormitory is specifically named building, cause it to be evacuated immediately.

7. Call Hospitals Only on Order from Chief Parker
   Note: If hospital is named as specific target, Chief Parker will confer with Supervisory heads as to evacuation.

8. Call Marshon Auditorium - Mr. Horton (Ext. 2354) - Alert for check.

9. Call Ohio Union (Ext. 2924) - Alert for check.
C. Chief Parker will

1. Go immediately to specifically named building.

2. Set up evacuation procedure immediately and secure building so no one will enter until building is checked by Bomb Squad.

3. Cause check to be made of Power Plant and secure it immediately.

4. Cause check to be made of and secure
   a. Area across River
   b. Chemical Abstract, St. John Arena, Ohio Union, Mershon Auditorium, and any other building not reached by phone.

5. Coordinate use of Highway Patrol, available Night Watchmen and Janitors and Campus Police as he sees fit, for patrol work, building checks, evacuation assistance and overall campus security.

6. If St. John Arena is specifically named building, govern his action entirely on time call received and condition of Arena at that time.
BOMB SCARE CALL PROCEDURE

Operation C-2

NIGHT

A. In Effect:

1. When call received is one during which caller states definitely a bomb has been placed or can be found in a specifically named building or area.

2. 10:00 P.M. to 7:00 A.M.
   Monday, Tuesday, Wednesday, Thursday, Friday

B. Radio Dispatcher (Service Building) will

1. Call Chief Parker (AX 9-6601) and Ralph Wolf (AM 2-2627) (Relay original call to them)

2. Call Highway Patrol (CL 2-1141) - Patrol to report to Chief Parker at building specifically named.

3. Call Bomb Squad at Ft. Hayes - Capt. Brochu, Ca 1-5861, Ext. 436 or Direct Line, CA 4-7034. Direct them to designated building to report to Chief Parker.
   Bomb Squad will call 24 hour day.

4. Call Night Watchmen - Alert and have all report to Chief Parker at designated building to assist with evacuation or other assignments by Chief Parker.

5. Call Mr. Overholt (HU 6-3510) - Alert, he will alert all occupants of men's dormitories for check. If specifically named building is dormitory he, along with Chief Parker, will take immediate steps to evacuate named dormitory.

6. Call Helen Raney (AX 1-5735) - Alert, she will alert all occupants of women's dormitories for check. If specifically named building is dormitory she, along with Chief Parker, will take immediate steps to evacuate named building.

7. Call Hospitals Only on Order from Chief Parker.
   Note: If hospital is named specifically, Chief Parker will confer with Supervisory heads on plan.

C. Chief Parker will:

1. Go to specifically named building immediately.

2. Set up evacuation plan immediately, secure building so no one will enter until building is checked and cleared by Bomb Squad.

3. Cause check to be made of Power Plant and secure it immediately.
4. Cause check to be made of and secure
   a. Area across River
   b. Chemical Abstract, St. John Arena and any other building not reached
      by phone.

5. Coordinate use of Highway Patrol, available night watchmen, Campus Police
   and available Janitors as he sees fit, for patrol work, checking buildings,
   assisting in evacuations and overall campus security.

6. If St. John Arena is specifically named building, govern his actions entirely
   on time call received and condition of Arena at that time.
BOMB SCARE CALL PROCEDURE

Operation D-1

WEEKENDS
AND
HOLIDAYS

A. In Effect:

1. When any type Bomb Scare Call is received.
   Between hours of
   5:00 P.M. Saturday and 7:00 A.M. Monday
   And All Holidays

B. Radio Dispatcher (Service Building) will

1. Call Chief Parker (AX 9-6601) and Ralph Wol: (AM 2-2627) (Relay original call to them)

2. Call Highway Patrol (CL 2-1141) - Patrol to report to Chief Parker

3. Call — H. J. Palmer, AM 2-9684
   N. R. Appell, AX 9-2415
   R. H. Baker, AM 8-6637
   P. M. Brokaw, CL 8-0243

   Alert these men and direct them to call Emergency Janitors, to report to Chief Parker - (The above have list of Emergency Janitors to call)

4. Call Night Watchmen, if any on duty, to report to Chief Parker at Service Building.

C. Chief Parker will

1. Issue orders to Radio Dispatcher as to whom will be called and alerted.

2. Coordinate use of all available man power as he sees fit to assure proper check of buildings and maximum campus protection.

Ralph L. Wolf
4-17-61: bl