



Category	
POLICY: 7-20 Bomb Threats Policy	
Approval	
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Revised: 7/1/12	
Responsible Party: Manager, Safety & Security	

Colleges and other public institutions are prone to bomb threats. The threats rarely involve real explosives, but each must be taken seriously. A detailed list of Guidelines are laid out in the Emergency Operations Plan.

Implemental Procedures:

If you receive a bomb threat or become aware of a bomb threat:

- Always take a bomb threat seriously.
- Remain calm and courteous while trying to obtain information.
- Record the time of the threat.
- Record the exact words of the threatening person or caller.
- Record the general tone and description of the caller's voice.
- If the bomb threat is written, handle it carefully – preferably with minimal touching to preserve evidence on the note.

If possible, utilize the “Bomb Threat Checklist” within the Emergency Operations Plan. Only the person receiving the threat will complete it and have it ready for responding Law Enforcement Officers.

When making notifications, do not use the phone you just took the call from to make or take calls. Often Law Enforcement can track the call back from where it originated. Using a ***different*** phone, call 677-1911 to report the threat to the Security Team. The Security Team will notify the President's Office who will be responsible for making the appropriate notifications and ensuring a mass notification is initiated to the affected students.

As soon as a threat is received, staff members will gather to assist with a coordinated and calm evacuation of the building. Gathering points for each campus is located in the Emergency Operations Plan. (About 500 ft away from the building)

Upon arrival, First responders have the primary enforcement and control of the particular campus/buildings. Employees will not search for a bomb, pick-up, shake, handle or touch any suspicious objects. Only those individuals with intimate knowledge of the

building and its contents (such as security or facilities) will be allowed to search the building and only at the behest of law enforcement officials.

Employees will not use radios or cell phones to communicate during the evacuation of the building. A radio or cell phone transmission contains a radio frequency that can activate some types of bombs and explosive devices.

In the event of a building or campus evacuation, wait for a faculty member, Dean or Director, or other law enforcement official, to give the “All Clear” before returning to a building or classrooms. In the event the campus is evacuated, an “All Clear” will be provided by the college phone tree, college web page and/or urgent text message.