
BOMB THREAT AND EXPLOSIONS

Explosive devices may be detonated in various locations with and without warning. Report any suspicious packages or objects found or received to law enforcement immediately. Additionally, report any bomb threats received via telephone, mail, email, or any other means of communication.

TELEPHONE THREATS

- DO NOT hang up the phone! Remain calm, and keep the caller on the line as long as possible. Ask the caller to repeat the message, and record every word.
- Keep talking to the caller as long as possible and record the following information:
 - o Time of call.
 - o The number dialed by the caller.
 - o Age and sex of caller.
 - o Speech pattern, accent, nationality, etc.
 - o Emotional state of caller.
- Anyone receiving a threat that a bomb is located on the property should attempt to obtain the following information:
 - o When is the bomb going to explode?
 - o Where is the bomb located? What area?
 - o What type of bomb is it?
 - o What does the bomb look like?
 - o Why did you place the bomb?
 - o What is your name?
- Advise the caller that detonation could result in death or serious injury to innocent people.
- Pay particular attention to background noises, such as motors running, music, or any other noises, which may indicate the location from which the call is being made.
- If possible, have more than one person listen in on the call.
- To minimize confusion and panic, keep the call confidential.
- If possible, contact 911 while the caller is still on the phone. Do NOT use cell phones in the vicinity.
- Do NOT attempt to move a suspicious device.
- A decision will then be made as to whether the building or area will be evacuated:

Evacuation Ordered

Faculty and staff should assist in evacuation of the building by ensuring all person(s) leave the area. Individuals evacuating the building will move to a location that is approximately 1,500 feet away from any buildings. You will be directed to the primary evacuation location for your building.

Evacuation Not Ordered

A covert search by the staff may be conducted. All staff will be asked to discreetly check their work areas for any suspicious packages or objects.

SUSPICIOUS OBJECT

If a bomb or suspicious package/object is located or discovered:

- Assume it to be a bomb; DO NOT TOUCH THE ITEM!
- Notify E911.
- An immediate evacuation of the area will be initiated.
- Landline telephones will be utilized to establish an emergency communications center. Neither two-way radios nor cell phones will be used within 1,500 feet of the suspected device!
- Do not reenter the area until cleared to do so by authorized personnel.

MAIL THREATS

If a bomb or bomb threat is received in your area through the mail:

- Do not handle the letter, envelope, or package. "Characteristics of a Suspicious Package" can be found in the addendum section of the EAP.
- Notify E911.
- Evacuate the immediate area.

EXPLOSIONS

In the event of an explosion in any building, staff should take the following actions:

- Take cover under tables, desks, or other such objects that will give protection against flying glass or debris.
 - Notify E911.
 - Give location and as much information about the explosion as possible.
 - Before taking further actions, await any instructions from Law Enforcement.
 - If evacuation is ordered, exit as instructed.
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