

Bombs and Bomb Threats  
*Sample Procedure for Colleges*

PURPOSE

To ensure the safety of the students, faculty, staff, and visitors when a bomb threat is received, or a suspicious item located.

PROCEDURE - BOMB THREATS

A. COMMUNICATIONS

1. When a telephoned bomb threat is received at the \_\_\_\_\_ College, the employee receiving the call will attempt to elicit all available information from the caller (see Bomb Threat Checklist).
2. The person receiving the threat will immediately notify the University Police by calling 911. They will also immediately notify their supervisor.
3. The supervisor will notify the following persons:
  - a. The Dean, or in his/her absence, Assistant Dean
  - b. The college facility manager
  - c. The college public relations officer  
(add or change as necessary, include phone numbers)

B. EVACUATION

1. The police supervisor will consult with (*the appropriate college representative*) as to the advisability of evacuation. The decision to evacuate will normally be made by the (*college representative*) after consulting with the University Police. The University Police may order an evacuation if a suspicious item has been located, or if there are other factors that indicate an immediate threat.
2. If the building is to be evacuated, the University Police will conduct the evacuation. The fire alarm may be used for this purpose, with a preceding voice announcement where the building system allows. College personnel should immediately leave the building. Faculty and other employees who are conducting classes or otherwise have students or visitors in their area should ensure those persons leave as well.

3. If the building is evacuated, the public will be moved a safe distance from the building perimeter. Consideration should be given to the fact that devices are commonly placed in trash cans, shrubbery, and vehicles outside of buildings. Building entrances will be secured against re-entry by posting officers, signage, or barricade tape as appropriate and available. College staff will assist the University Police where possible in ensuring that a complete evacuation was conducted, and in preventing re-entry to the building by students or visitors.

#### C. RADIO COMMUNICATIONS

1. No radio transmissions will be made within fifty feet of the area or building involved. Radio transmissions may cause an improvised explosive device to detonate.
2. Cellular phones will be turned off before approaching within fifty feet of the area or building involved. Cellular phones which are turned on transmit periodically even when a call is not in progress.

#### D. BUILDING SEARCH

1. The area or building will be searched by officers, with the assistance of college staff and/or maintenance. Each search team will consist of two persons, preferably an officer paired with a staff person familiar with the area to be searched. The police supervisor will maintain a fixed command post with the college representative.

2. A complete and thorough search is generally not feasible, due to the size of the typical building, and the difficulty in identifying a concealed or disguised explosive device. The search personnel should check for an "open" or obvious device, as well as for any suspicious items or packages.

3. If a device or suspicious package is located, it should not be touched. The police supervisor on the scene should be immediately notified of the location of the suspicious item.

4. If a deadline was given by the caller, the search will cease and all searchers will evacuate the area fifteen minutes before the deadline. No one will re-enter the area until thirty minutes after the deadline has expired. The police supervisor may direct the search to continue through the deadline using police personnel if the building or area is providing critical services that would justify the risk to officers lives (operating room, emergency room).

7. Upon completion of the search, searchers will report to

the command post.

E. SUSPICIOUS PACKAGES/SUSPECTED EXPLOSIVE DEVICE LOCATED

1. Suspected devices will be left where found. The area around the device will be cordoned off, and all personnel evacuated from the area.

2. Nothing will be placed directly contacting the suspected device. The use of bomb blankets and other items to cover the suspected device increase the risk to EOD personnel who must remove them.