

SPECIFIC EMERGENCY PROCEDURES

BOMB THREAT

If you observe a suspicious object or potential bomb on campus: **DO NOT HANDLE THE OBJECT!** Clear the area immediately and call Campus Police at 963-5171.

1. Any person receiving a bomb threat over the telephone should ask the caller the following questions:
 - a. When is the bomb going to explode?
 - b. Where is the bomb located?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Why did you place the bomb?
 - f. Keep talking to the caller as long as possible and record the following information (see bomb threat report form)
 - g. Time of call
 - h. Age and sex of the caller
 - i. Speech pattern: accent, possible nationality, etc.
 - j. Emotional state of caller
 - k. Background noise
2. IMMEDIATELY notify the Campus Police at 963-5171 of the incident.
3. Campus police officers will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to Public Safety. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets, or turn lights on or off.
4. If an emergency exists, **ACTIVATE** the building alarm. **CAUTION:** The building alarm rings only in some buildings, you must **ALSO** report the emergency by telephone.
5. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask other to do the same.
6. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!** Remember that elevators are reserved for handicapped persons. **DO NOT USE THE ELEVATOR IN CASE OF FIRE. DO NOT PANIC!!**
7. Once outside, move to a clear area that is at least 500 feet away from the affected building(s). keep streets, hydrants, and walkways clear for emergency vehicles and crews. Know your assembly points.
8. If requested, assist emergency crews as necessary.
9. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
10. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University official.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

BOMB THREAT REPORT FORM

Time call received:

Male: Female:

Young: Middle-aged: Older:

Tone of voice:

Accent:

Exact words of person placing call:

Background Noise

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Questions to ask:

When is the bomb going to explode?

Is the voice familiar:

Remarks:

Where is the bomb right now?

What kind of bomb is it?

What does it look like?

Why did you place the bomb?

Person receiving/monitoring call:

Department:

Telephone ext.:

Home Address:

Date:

Note: Keep a copy of this form handy.