

Pine Technical College

Policy and Procedure

Policy Number: 110R Date: 03/06/99 Revision Date: 10/25/99 Revision Date:
09/20/00 Second Revision: 08/16/2004

Division/Department: General Administration Author: Jay Hutchins Revised by:
Katherine Hefty Revised by: Safety Committee

Subject: Bomb Threat

Authorities:

Purpose:

The purpose of this policy is to establish a procedure to gain as much information as possible about a bomb threat. If the threat is received by telephone, the purpose of this policy is to keep the caller on the line as long as possible to enable a possible trace of the call. The purpose of this policy is also to establish a procedure for communication and evacuation of the College to ensure the safety of the entire College community.

Policy:

Pine Technical College will treat any such threat as authentic and will follow the outlined procedure in the case of a bomb threat. Pine Technical College will report all such threats to law enforcement authorities and cooperate with the authorities in evacuation and search procedures.

Procedure:

THREAT BY TELEPHONE

1. Upon receiving a bomb threat by telephone, the receptionist will refer to the questions on the bomb threat checklist located in the receptionist manual and calmly gain the attention of someone to notify a supervisor. The receptionist using the checklist, will try to gain as much information about the situation and the caller as possible.
2. Upon gathering as much information as possible, using the checklist as attached, the receptionist should notify the Vice President of Academic Affairs. In the case the Vice President of Academic Affairs is not present, the receptionist should refer to the chain of command to find the next in command (designee). The Vice President or designee should contact the Sheriff's Department and attempt to transfer the caller to the dispatcher for a possible trace.
3. The Vice President or designee will evaluate the information and evacuate the building.
4. The college will be evacuated using the fire alarm and voice notification of the threat to ensure that all persons are moved a safe distance (100 yards recommended) from the building. After moving a safe distance from the building, all College personnel and students should then congregate at the north end of the east parking lot and wait for further instructions.

5. Individuals with mobility impairments will be assisted in moving to safe locations by an individual from their work unit, instructor, or Leadership Team member. **Individuals who are hearing impaired and who have not seen the alarm lights will be notified of the evacuation by an individual from their work unit, instructor or Leadership Team member.**
6. The Vice President or designee will make a decision regarding further action.
7. The building will remain evacuated until the Vice President or designee and search officials give an "all clear" signal.

B. VERBAL THREAT

1. Calm the individual. Contact a supervisor. Follow the above procedures.

C. WRITTEN THREAT

1. Contact Vice President of Academic Affairs

Responsibilities:

Pine Technical College is responsible to take the necessary steps to ensure the safety and welfare of the college community to the best of its ability. Pine Technical College will cooperate with law enforcement officials in all aspects of evacuation and search.

Pine Technical College Safety Committee is responsible for reviewing this policy annually.

Dissemination:

This policy will be circulated to all employees.

Reviewed by Executive Cabinet: 09/20/00

Reviewed by Faculty Senate: N/A

Reviewed by:

Approved: 09/20/00

Revision Approved: 8/31/04 _____

[Bomb Threat Checklist \(Word Doc\)](#)

BOMB THREAT CHECKLIST

Advise the caller that the building is occupied and the detonation of a bomb could cause death or injury to many innocent people.

Note if the call is local or long distance.

As you ask the following questions, pay attention to caller, try to determine more information about the caller. (See check sheet on back)

QUESTIONS TO ASK:

What time will the bomb explode?

What will cause the bomb to explode?

Where is the bomb located?

Try to get a specific location, locker number, room number

What does the bomb look like?

Why did you place the bomb at Pine Tech?

What is your name?

(over)

Gender ___

Age ___

Language:

Well spoken English ___ Broken ___ Foul ___ Incoherent ___ Irrational ___ Taped ___

Message read ___

Voice:

Calm ___ Angry ___ Excited ___ Soft ___ Loud ___

Crying ___ Disguised ___ Familiar ___ Slow ___ Accent ___

Background Noises:

Voices ___ Music ___ Street noises ___ Clear ___

Factory ___ Animals ___ Machinery ___

LOG CALL

Name:

Date:

Time:

Other observations: