



Pine Technical and Community College Policy and Procedure

1.PTCC.9 Bomb Threat Policy and Procedure

Chapter: 1 – College Organization and Administration

Date: 08/16/2004

Part 1: 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.

Part 2: Policy

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

Part 3: 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 people 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 decide 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 and Community College is responsible for taking the necessary steps to ensure the safety and welfare of the college community to the best of its ability. Pine Technical and Community College will cooperate with law enforcement officials in all aspects of evacuation and search.

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

Related Documents:

[Board Policy 5.24 Safety and Security Compliance](#)

Bomb Threat Checklist – 1.PTCC.9 Companion Document

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Custodian of Policy: Vice President of Administration

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