
EvCC Emergency Operations Guide
Guide #004 – Bomb Threats and Explosions

1. INTRODUCTION

Bomb threats can occur on all government facilities. Colleges and Universities have received bomb threat in the past and will have to handle bomb threats in the future. A bomb threat can turn into an explosion and precautionary plans are necessary to prevent or minimize damage.

2. BOMB THREAT ACTIONS

A. If a bomb threat is received by telephone:

1. Remain calm and courteous while trying to obtain information. Keep the caller talking as long as possible while alerting a co-worker to call 911.
2. Record the time of the threat and the exact words of the threatening person or caller.
3. If the bomb threat is written, handle it carefully – preferably with minimal touching to preserve evidence on the note.
4. Complete the “Bomb Threat Checklist” as soon as possible to document the call and submit to the Security Officer.

B. For an in-person bomb threat:

1. The person involved may be unstable and/or delusional and directing the threat at an individual, group, or himself.
2. Try to draw the attention of one or two others so they can contact Campus Security and call 911.
3. Stay calm and do not approach the person. Never get close enough that you could panic the person or be used as a hostage.
4. Talk to the individual in a calm and rational manner. Put the person and yourself at ease as much as possible. Try to get the individual to speak. Let the person do much of the talking. Ask questions about the bomb, its location, and description.
5. If possible, try to segregate the individual from others.
6. When you are able to disengage immediately write down everything you remember.

C. Immediately notify Campus Security and inform supervisor or department head.

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- D. Campus Security will immediately dispatch Security Officers to the location and assist in building evacuation if necessary. Campus Security will determine if assistance from law enforcement is necessary.
- E. If a suspicious package, container, or object is found report it immediately to Campus Security. Do not search for a bomb, pick up, shake, handle, or touch any suspicious objects.
- F. Do not use radios or cell phones to communicate.
- G. If instructed to move away from the building/location, move a safe distance away or into another building. Do not return or re-enter building until instructed that it is safe to do so.

3. EXPLOSION

- A. If an explosion occurs or has possibility of occurring, the person in charge or person in authority will activate the fire alarm and immediately order the evacuation of the building.
- B. Evacuate to a pre-designated open area to assemble and conduct an accountability check.
- C. Notify campus Security from a safe location and provide information on the location and problem encountered.
- D. Do not attempt a rescue as additional explosions may occur.