

EMERGENCY ACTION PLAN (EAP)

Bomb Threats

1. If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT!** Clear the area and immediately call Campus Safety (ext. 4000).
2. Any person receiving a phone call bomb threat should ask the caller:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?
3. Keep talking to the caller as long as possible and record the following:
 - Time of call.
 - Approximate age and sex of caller.
 - Speech pattern, accent, possible nationality, etc.
 - Emotional state of the caller.
 - Background noise.
4. If possible, have someone contact Campus Safety while you are on the phone with the caller. Otherwise, immediately notify Campus Safety (ext.4000) to report the incident.
5. Campus Safety will contact the authorized personnel to 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 Campus Safety. Again, **DO NOT TOUCH ANY SUSPICIOUS OBJECTS!** Do not open drawers, cabinets, or turn lights off.
6. If the bomb threat threatens you and other building occupants, or if you are instructed to do so, evacuate the space by walking quickly to the nearest marked exit, proceed to the building's initial gathering point, and await further instructions. Generally speaking, building alarm systems **SHOULD NOT BE MANUALLY ACTIVATED** during bomb threat situations, unless done so by someone in authority.
7. During building evacuations, assist the handicapped in exiting the building. Remember that elevators are reserved for handicapped persons during evacuations.
8. Following emergency evacuations, your designated place of shelter is the primary assembly point, or alternate assembly point if the emergency is impacting your primary location. Proceed to your assembly once instructed to do so by your Building Coordinator, RA, faculty member or supervisor. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
9. If requested, assist Emergency crews as necessary.
10. A Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.

IMPORTANT—DO NOT RETURN TO AN EVACUATED BUILDING until and unless told to do so by College officials. And remember—during an actual emergency resulting in a building evacuation, **HEADCOUNTS** are to be performed at the assembly point(s), not the initial gathering point. Stay there until an accurate **HEADCOUNT** has been taken.