

UNIVERSITY of NORTH ALABAMA
Police Department Policy & Procedures

0023	<i>Bomb Threats and Building Evacuations</i>	EFFECTIVE DATE: 03/04/2014
------	--	-------------------------------

PURPOSE:

To outline the University's policy and procedure regarding bomb threats, and to provide building evacuation procedures.

GENERAL:

Threats as to the placement of explosive devices in facilities have become an increasing and real hazard to governmental, business, and school facilities. These threats, by necessity, require the immediate initiation of procedures to ensure the safety of the occupants of the threatened facility. While a threat may be made by an individual against a department or a building for any number of personal reasons, these threats must be presumed to be valid.

RECEIPT OF THREAT:

A threat may be received by telephone, e-mail, mail, or in person. Threats may be directed to a public safety agency (police or fire), a telephone switchboard operator, the building or department directly affected by the threat, or through a third uninvolved person.

Regardless of which method is used, the following information should be gathered by the person receiving the threat, regardless of how the threat is communicated.

- Record the exact information given in the threat, the exact words used by the person, whether in person or by telephone. See attached: **Telephone Bomb Threat Checklist.**
- A description of the person making the threat, or of their voice which may be characteristic of a sex, race, or age, with special attention being given to words and terms used.
- If the threat is made by telephone, listen for background noises which may indicate from where the call is originating. Immediately relay the information to the appropriate police, security or business office, giving your name, location, where you can be contacted, and the exact words used by the caller, as well as the time the call was received.
- Threats received by an outside agency and relayed to University personnel, should be immediately forwarded to the University Police for further investigation.

EVACUATION OF BUILDING:

If the building is to be evacuated, the evacuation alarm (commonly referred to as the "fire" alarm) may be sounded. The evacuation announcement may be delivered in person by public safety personnel or other means if available. If an evacuation is deemed necessary, all persons in the building will then be expected to leave. Personnel from police or security, or other appropriate persons, will be assigned to prohibit entry or re-entry until the building has been searched and/or a given time period has elapsed. In some cases, sheltering in place may be appropriate. Occupants shall await guidance from public safety personnel.

POLICE, SECURITY OR OTHER OFFICES:

Upon receipt of the information of a bomb threat, police, security or business office personnel will set into motion procedures to notify appropriate emergency personnel and the persons in the affected building to ensure their safety. At the University of North Alabama the following situations will apply:

- If the threat is deemed to be imminent or credible, the University Police Officer in Charge may authorize the immediate evacuation of a building or area in the interest of public safety.
- For all other threats, the University Police dispatcher will immediately notify the Chief of Police or his/her designee, who will in turn notify the Vice President for Student Affairs or his/her designee.
- The Vice President of Student Affairs will notify the President of the University or his/her designee.
- The Chief of Police and the Vice President of Student Affairs will consult with the dean of the college, administrative office, director or business officer of the affected area in regards to the decision making process of whether or not to evacuate the building.
- The Vice President of Student Affairs or Chief of Police will also notify the Vice President for University Advancement and/or the Director of Media Relations.

SEARCH OF PRIVATE OFFICES OR AREAS BY BUILDING OCCUPANTS:

When you are informed that your department or building has received a bomb threat, you should do the following:

1. Make sure that University Police have been notified. If they haven't been notified, contact University Police Dispatch at 256.765.4357 and provide the following information:
 - a. Who received the bomb threat. (Officers will want to talk to with the person who received the original call).
 - b. The exact time the threat came in.
 - c. What department or area was threatened.

2. Have all personnel in your area look around to determine whether they see anything unusual or different such as a box or bag that does not belong in their work area. **DO NOT TOUCH ANY ITEM THAT IS NOT IDENTIFIABLE TO YOUR WORK AREA.** If you find anything, contact University Police Dispatch immediately (256.765.4357) and provide the following information:
 - a. Your name and phone extension;
 - b. Your location;
 - c. The location of the suspicious item;
 - d. Description of the item (shape, size, color, etc.).

Secure the area around the item by asking all persons to leave the area or room. Do not re-enter until emergency personnel arrive.

3. Evacuate only if directed by the University Police supervisor, President, Provost, or University Administration Official. Follow your departmental evacuation procedures.
4. If directed to evacuate, assist police, security, or fire personnel to secure facilities to insure the safety of all staff and students.
5. Do not pull the fire alarm. Emergency personnel may activate the fire alarm system to assist in evacuation, but only after they evaluate the circumstances and location of the threat.
6. Provide calm leadership for colleagues. Speak slowly and distinctly when giving instructions. The main consideration is a safe and orderly evacuation of the area or building until it is found to be safe to re-enter.

THREATS DURING PUBLIC EVENTS:

During public events or gatherings, the same procedure will be utilized; however, a prepared statement will be given to the announcer, the master of ceremonies, or building management to read to those in attendance.

PERSONNEL PROCEDURES DURING BOMB THREATS:

In the event that a bomb threat is made to a University building, the decision will be made for the building to remain open or be evacuated. Occupants will be made aware of this decision as follows:

IF THE BUILDING REMAINS OPEN:

If the building is to be kept open, notices indicating the bomb threat will be placed on the entrance doors, and each office, classroom, or other work area will be notified. In such a case, an employee may be assigned to another work location. If not reassigned, the employee will have the option to remain at his or her regular work location, or to leave the building for the period of the bomb threat. Pay and other benefits will be at the discretion of human resources.

When the bomb threat notices are removed from the entrance doors of the building, the employee assigned to another work location is asked to return to his or her

building, or the employee who exercised the option to leave during the bomb threat period has a further option to return to the building or remain absent. Pay and other benefits will be at the discretion of human resources.

IF THE BUILDING IS EVACUATED:

If the building is to be evacuated, the occupants of the building will leave immediately. The evacuation distance will be at a minimum 300 feet or the distance of a football field, away from the building or affected area. After a period of two hours, it is the responsibility of the dean, or responsible person to call University Police for further instructions concerning occupancy of the building.

It is also the responsibility of the dean or responsible person to see that all employees are properly instructed concerning:

- Immediate evacuation of the building when the evacuation alarm is sounded.
- Proceeding quickly to a safe distance from the building.
- Where and when to report to receive instruction for returning to the building.

Normal operations will be resumed when the building is again made available for occupancy. If an employee had not been assigned to another work location and chooses not to return to the original building, pay and other benefits will be at the discretion of human resources.

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact WPCU at 256.765.4357 immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call WPCU at 256.765.4357
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call WPCU at 256.765.4357
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- I bjj YfgjmcZBcfH `5`UVUa UDc`jW`8 YdUfa Ybh
256.765.4357 (HELP)
- 911

BOMB THREAT CHECKLIST

Date:

Time:

Time Caller
Hung Up:

Phone Number Where
Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice

- ☐ Accent
- ☐ Angry
- ☐ Calm
- ☐ Clearing throat
- ☐ Coughing
- ☐ Cracking voice
- ☐ Crying
- ☐ Deep
- ☐ Deep breathing
- ☐ Disguised
- ☐ Distinct
- ☐ Excited
- ☐ Female
- ☐ Laughter
- ☐ Lisp
- ☐ Loud
- ☐ Male
- ☐ Nasal
- ☐ Normal
- ☐ Ragged
- ☐ Rapid
- ☐ Raspy
- ☐ Slow
- ☐ Slurred
- ☐ Soft
- ☐ Stutter

Background Sounds:

- ☐ Animal Noises
- ☐ House Noises
- ☐ Kitchen Noises
- ☐ Street Noises
- ☐ Booth
- ☐ PA system
- ☐ Conversation
- ☐ Music
- ☐ Motor
- ☐ Clear
- ☐ Static
- ☐ Office machinery
- ☐ Factory machinery
- ☐ Local
- ☐ Long distance

Threat Language:

- ☐ Incoherent
- ☐ Message read
- ☐ Taped
- ☐ Irrational
- ☐ Profane
- ☐ Well-spoken

Other Information:

