

Bomb Threat and Explosives Plan and Procedures

Richard Bland College needs to be prepared for many unusual occurrences and possible disasters for our campus. A bomb threat or the unfortunate possible occurrence of an explosion on campus needs to have a plan and procedures for the College community to be aware of what actions to take during these situations. The following plan and procedures will address these concerns for the College community. The Richard Bland College Police Department has an internal policy for handling these types of situations. This plan explains the procedures to follow if the occurrence happens and gives definitions that are standard in these types of situations for the faculty, staff, and visitors of the College.

I. Purpose

The purpose of this plan is to establish guidelines to be followed if a bomb threat is communicated, a suspicious object or device is observed, and/or an explosion occurs.

II. Definitions

A. Bomb Threat:

The written and/or communication of the presence of an explosive device designed to cause injury to persons or damage to property.

B. Device:

A device is any suspicious object which a reasonable person might suspect to be an explosive device.

C. Points of Contact:

Police Department – If the original call is not received by this department, anyone who receives a phone call or written communication indicating a bomb threat or explosion will follow the procedures to follow and make immediate contact with this department for further determination on actions to be taken.

D. Incident Commander:

The Incident Commander is the on-duty Supervisor for the Police Department, who will be in charge until relieved by a senior or higher ranking officer.

III. Procedures for Bomb Threat

A. Observation

1. If an individual of the campus community observes a device, do not approach and/or handle the device. Clear the area and immediately call the Police Department at 863-4085 during normal business hours and at 720-9179 at all other times. **DO NOT** use your cell phone, Blackberry or Radio in the immediate area once a threat is received, as radio waves may cause a device to detonate!
2. Once the Police Department is notified, the department will begin its protocol in response to bomb threats. The person observing a possible device will be asked to remain at a central location for police to communicate with the individual in person to obtain more information.
3. Evacuation procedures will be instituted by the Incident Commander and all occupants of buildings affected by the possible device will be contacted by police for specific evacuation procedures.

NOTE: DO NOT PULL FIRE ALARM IF A DEVICE IS OBSERVED OR FOR BOMB THREAT.

DO NOT RETURN TO AN EVACUATED BUILDING UNTIL THE POLICE DEPARTMENT HAS ADVISED THE BUILDING CAN BE OCCUPIED.

B. Receiving a phone call

1. Once the call is ended, immediately press and release the receiver and when you get a dial tone, press *57.
2. Listen for the confirmation announcement and hang up the phone. This will let you know if the call trace was successful.
3. Once a call trace has been completed, immediately call the College Police Department at 863-4085 during normal business hours and at 720-9179 at all other times to report the incident. The Police Department will need to know the phone number to which the call came, and the date and time that the call trace was activated. When notifying the Police Department, the police will ask specific details of the conversation to evaluate the threat. (See Additional Bomb Threat Information)

4. Once the above steps have been followed, wait for the Police Department to give all other instructions in regards to evacuation. Evacuation procedures will be conducted by the Incident Commander and all occupants of buildings affected by the possible device will be contacted by police for specific evacuation procedures. There have been occasions where a threat has stated that the bomb is located in a particular building but the caller wanted individuals to evacuate because the actual device was located outside the building and the goal of the caller was for everyone to evacuate to the actual explosion area.

NOTE: DO NOT PULL FIRE ALARM FOR BOMB THREAT.

Once the Police Department has followed their protocol for evacuation procedures, the Incident Commander will determine if the Virginia State Police Bomb Unit is needed for further evaluation.

DO NOT RETURN TO AN EVACUATED BUILDING UNTIL THE POLICE DEPARTMENT HAS ADVISED THE BUILDING CAN BE OCCUPIED.

IV. Procedure for Explosion

- A. After the effects or observation of an explosion, immediately call 911 for Fire and EMS service then call the College Police Department at 863-4085 during normal business hours and at 720-9179 at all other times. When calling give your name, the location of the explosion, and for 911 the nature of the emergency.
- B. The Incident Commander will set up an emergency command post. Keep clear of the command post unless you have official business.
- C. Emergency personnel will instruct individuals of specific evacuation procedures.
- D. Everyone except emergency personnel shall keep clear of the explosion area.
- E. In most cases, when an explosion occurs on campus the College will Close until further notice by the President or his designee.

Additional Bomb Threat Information

1. Remain calm so you can get information from the caller.
2. If possible **WITHOUT** letting the caller know, enlist the aid of fellow employees to notify the Richard Bland Police Department at 863-4085 during normal business hours and at 720-9179 at all other times.

Be prepared to give the following initial information:

- . Building/location you are calling from
- . Name and telephone number of employee making this call

3. Obtain as much information as possible. At a minimum, ask the caller these questions:

- Where is it located?
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Why are you doing this?
- Who are you?

4. Record the exact time and the exact words the caller uses. Please activate the *97 feature. Listen for the confirmation announcement and hang up the phone. This will let you know if the call trace was successful.

5. Contact the Richard Bland Police College Department at 863-4085 during normal business hours and at 720-9179 at all other times.

6. Notify your supervisor

7. Visually search your immediate area for any unusual objects. **DO NOT DISTURB ANY OBJECTS!**

WHAT NOT TO DO

- DON'T ignore bomb threats.
- DON'T touch suspected explosives.
- DON'T touch suspected bombs.
- DON'T move things that you don't know what they are.
- DON'T open things that you don't know what they are.
- DON'T place in water.
- DON'T shake.
- DON'T turn.
- DON'T cut wires.
- DON'T pull wires
- DON'T cut string.
- DON'T pull fuses.
- DON'T stamp out fuses.
- DON'T open glued packages.
- DON'T pass metallic tools near suspected bombs.
- DON'T move switches.
- DON'T release hooks.
- DON'T smoke near suspected bombs.
- DON'T carry bombs.
- DON'T place near vital equipment.
- DON'T investigate too closely.
- DON'T use insulating materials (bomb blankets or sandbags).
- DON'T move the bomb away from people—move people away from the bomb.

DON'T IGNORE BOMBS!!!

STAY AWAY FROM BOMBS!!!

DON'T TOUCH BOMBS!!!

CALL INFORMATION

1. Exact Wording of the Threat:

2. Pertinent Data:

- Sex of caller
- Race
- Age (estimate)
- Length of call
- Number at which the call was received
- Time of call
- Date of call

4. Caller's Voice:

- | | |
|-----------------------------------|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent (English, French, Latino) |

If voice is familiar, who did it sound like? _____

5. Background Noises:

- | | |
|---|--|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Factory Machinery |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> Animal Noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music | <input type="checkbox"/> Local |
| <input type="checkbox"/> House Noises | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Booth |
| <input type="checkbox"/> Office Equipment | <input type="checkbox"/> Airplanes |
| <input type="checkbox"/> Railroads | <input type="checkbox"/> Other |

6. Threat Language:

- | | |
|---|---|
| <input type="checkbox"/> Well spoken (educated) | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Message read by threat maker |