**Bomb Threat and Explosives Plan and Procedures**

**July 1, 2022**

All bomb threats, and reported suspicious packages should be treated seriously and are responded to as if they are real until proven otherwise. A quick and organized response to an incident can minimize the risk of injury to students, employees, and visitors. All threats received by faculty, staff, and students must be reported immediately.

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.

**Safety First**

* DO NOT touch or move any unusual or suspicious items.
* DO NOT activate the fire alarm.
* If directed to evacuate, scan your immediate work area for any unusual or suspicious items as you leave the area.
* All suspicious items should be treated as a bomb until proven or deemed otherwise.
* NEVER use a radio, cellular telephone, or other transmitters during a bomb incident.
* Be aware of secondary devices and your surroundings.

**Procedures for Bomb Threat**

If a suspicious package is received or observed;

* Remain calm.
* All suspicious items should be treated as a bomb until proven or deemed otherwise.
* If the object or package is unopened, do NOT open, disturb or move it.
* If the object or package is opened, do NOT further disturb or move it. Do NOT try to clean up the substance.
* Clear all persons from the immediate vicinity.
* Close any door or section off the area to prevent others from entering.
* Move to a safe distance.
* From a safe distance and location call the Department of Campus Safety & Police (x6111 or 804-863-4085) or 911
* Be available to provide the whereabouts of the suspected object and its description to the Police.

Characteristics of suspicious packages and letters include:

* Excessive postage
* Handwritten or poorly typed addresses
* Incorrect titles
* Title, but no name
* Misspellings of common words
* Oily stains, discoloration or odor
* No return addresses
* Excessive weight
* Lopsided or uneven envelope
* Protruding wires or aluminum foil
* Excessive securing material, such as masking tape, string, etc.

If you receive a bomb threat by phone:

* Remain calm.
* Attempt to keep the caller on the line as long as possible. Ask him/her to repeat the message so there is no misunderstanding of the information given.
* If possible, write down every word spoken by the person
* Ask caller questions to gather as much information as possible. Such as;
  + Where is the bomb?
  + When will it explode?
  + What does it look like?
  + What will cause it to explode?
  + Did you place the bomb?
  + Why?
  + What is your name?
  + Are you a college employee/student?
  + Where are you calling from?
  + Write down any pertinent information such as background noises, gender of the caller, voice pitches and patterns.

If you receive a bomb threat by email:

* Remain calm.
* Print the message.
* Do not close the email message
* Contact the Department of Campus Safety & Police immediately at (x6111 or 804-863-4085)

**Law enforcement response**

Once the Police Department is notified, the Department will begin its protocol in response to bomb threats, to include activating an RBC Alert Notification to the College community (excluding the outside siren and Alertus boxes). The person observing a possible device will be asked to remain at an identified safe location for police to interview and gather as much information as possible. 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. The Department of Campus Safety & Police may reach out to other local and state law enforcement agencies to assist in the evacuation process, information gathering, package/bomb identification, as well as the removal of the item.