

SECTION V
BOMB THREATS

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I. PURPOSE

The purpose of this plan is to establish procedures to be followed in bomb threat incidents with minimal disruption to students, staff and faculty and with primary consideration being the safety of all personnel and facilities.

II. POLICY

Campus Safety will initiate a professional, systematic response to bomb threat incidents and coordinate the response with police, fire and/or disaster agencies as necessary to ensure the safety of all persons affected by the threat.

III. PROCEDURE

Actions to be initiated on receipt of a bomb threat:

- A. The person receiving the call should obtain as much information as possible from the caller.
- B. Immediately notify Campus Safety at extension 8888 of the threat and give as much detail of the call as is available.
- C. The Director of Campus Safety or the Officer in Charge shall notify:
 - 1. Saint Peter Police Department Telephone 931-1550.
 - 2. President (or appointee) and President's Cabinet
 - 3. Director of Physical Plant.
- D. The command post will be located near the building targeted for the bomb threat (if known). If the building is not named by the caller, the Director of Campus Safety and the Saint Peter Police Department will determine the command post location.
- E. In the event a threat is received by letter it should be preserved for investigation by the police for possible fingerprints and should not be handled once the letter has been opened.

IV. EVACUATION DECISION

- A. The Director of Campus Safety shall make the decision to evacuate or not evacuate the facility.
- B. If the threat indicates detonation is to occur within a short period of time and circumstances indicate the threat could be valid, immediate evacuation of the facility is advised.
- C. Faculty and staff personnel shall assist in the orderly evacuation of the facility. Personnel in the facility and in buildings within 500 feet of the affected facility shall be directed to areas at least

500 feet from the facility.

- D. Doors to all evacuated areas shall be left open while exiting the area.

V. SEARCH

The Director of Campus Safety and the St. Peter Chief of Police will coordinate a search of the building(s).

1. Whenever possible, employees familiar with the premises may be invited to assist.
2. Those searching for a device are to be instructed that if a suspicious device or package is located, it is not under any circumstances to be touched or moved; the discovery of the device or suspicious package should be reported to Campus Safety immediately.

VI. PRECAUTIONS:

- A. Use of two way radios and cell phones are *prohibited* (may activate electronic trigger).
- B. Doors/windows are to be left open in existing areas.
- C. Do not use elevators if evacuating.
- D. Physical Plant personnel will turn off the main gas valve if evacuation is ordered.

VII. DETONATION

In the event of a detonation, without prior threat or evacuation or during evacuation, the situation will be handled as any other disaster or emergency. The Saint Peter police, fire and ambulance departments will be notified immediately and called in under mutual aid agreements already in effect.

In addition to the above, Campus Safety and Saint Peter police, fire and ambulance personnel will be responsible for the following:

- A. Establishing a designated area of treatment for those injured who can be moved.
- B. Assisting the injured.
- C. Assigning public safety personnel to bring first aid supplies to the treatment area.

VIII. LETTER THREATS

In the event a threat is received by letter, it should be preserved for investigation by the police for

possible fingerprints and should not be handled once the letter has been opened.