

I. INTRODUCTION

In order to be prepared for a bomb threat, the following procedures have been established to: determine how and by whom a bomb threat will be evaluated; establish a chain of command for bomb threat situations; describe the procedures to be followed if facilities are to be evacuated; assign responsibility for searching facilities; and provide updates to key administrative staff on appropriate responses to bomb threats.

II. PROCEDURES

A. If a Bomb Threat is Received:

1. If the bomb threat is received by anyone other than the switchboard operator, the individual should gather and record as much information as possible and then contact the switchboard operator immediately. The switchboard operator will immediately notify the President. If the President is not immediately available then the operator shall notify the Executive Vice President and if that person is not immediately available, then the Director of Safety, Security_& Health is to be notified.² If none of the individuals in the chain of command are available, the switchboard operator shall call 911.
2. The President, or in his/her absence, the next available administrator, shall evaluate the threat and determine the appropriate action to be taken. The building(s) may be searched and/or evacuated, if necessary. The administrator in charge shall notify and issue instructions to the following personnel: security personnel; maintenance; and emergency services (911 dispatch).

B. If Facilities are to be Evacuated:

1. Evacuation notices will be announced by network email, telephone and messenger.
2. College employees shall assist in clearing the buildings of people and then exit themselves.
3. The switchboard operator and maintenance personnel will remain on campus and remain in radio contact with security.
4. Maintenance and/or custodial staff will assist emergency response personnel to search and clear buildings, if requested.
5. All students, and those employees not required to remain on campus, should evacuate the campus and remove their vehicles.

§

6. The President or administrator in charge shall determine when the College shall return to normal operations. Employees and students will receive an email blast when the College is set to reopen.

Adopted: August 26, 2022