

Procedure 4.1518

Bomb Threat Procedure

1. In case of a bomb threat:
 - a. Don't hang up
 - b. Keep the caller on the line
2. Begin to complete the bomb threat questionnaire (next page)
3. After the caller hangs up:
 - a. **DIAL "9-943-8721"** on any campus phone or **943-8721** on any cell phone for the BCCC Police Duty Officer:
 - i. Tell the Duty Officer your name
 - ii. Then say, "I have just received a bomb threat".
 - iii. The Duty Officer will know from which extension you are calling, if you are on an on campus phone.
 - iv. If you are calling from a pay phone, cell phone, or on a building emergency phone, you will need to tell the Duty Officer – "I'm on my cell phone, on a building emergency phone in building X, or on a pay phone at building X."
4. Tell the Duty Officer on which extension or telephone number the call came, if you use a different phone to report the threat.
5. Tell the Duty Officer what time you received the call and approximately how long the caller remained on the line.
6. If you are in a room, close all windows and doors in your immediate work area.
7. Take only necessary personal items
8. Evacuate the building via the nearest exit
9. Carry the Bomb Threat Questionnaire responses to the switchboard ASAP.
10. Go to the designated safe zone for your building and wait further instructions
11. Do not re-enter the building for any reason until you are instructed by BCCC Police.

1. BEAUFORT COUNTY COMMUNITY COLLEGE BOMB THREAT QUESTIONNAIRE

As soon as you are sure it is bomb threat, tell the caller repeatedly, "Excuse me, you need to speak up. I can't understand you." Say this to the caller at least 3 times. Record (below) everything that the caller states, especially the information he/she initially tells you about the bomb.

Describe any background noises:

- Examples:
- Dog barking
 - Children laughing/ playing/crying
 - Television/music
 - Vehicles/street noise
 - Office noises-talking, machine noise, typing,
 - Industrial noises/machinery
 - Train whistle/back up alarms
 - Bells
 - Other voices

1. Was the voice: (circle all that apply)

- | | | |
|------------|------------|----------------|
| calm | crying | raspy |
| laughing | lispy | slow |
| distinct | slurred | deep |
| loud | nasal | accented |
| soft | excited | stuttering |
| angry | cracking | deep breathing |
| child-like | adult-like | male |
| female | | |

2. Was the voice familiar to you: (circle one) YES NO

3. Record the exact time the call was received.

4. Record the duration or length of the call, as soon as the caller hangs up

Time/Date the call was received: _____ AM/PM ____/____/____

Time call ended _____ AM/PM

Employee Signature: _____

Employee Printed Name: _____

Procedure

References

Legal References: *OSH Act of 1970, General Duty Clause, Section 5*

SACSCOC References: *CS 3.11.2*

Cross References:

History

Senior Staff Review/Approval Dates: *11/9/2015*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *11/9/2015*