

BOMB THREAT PROCEDURE

This document is designed to assist the Homestead Campus community to prepare for unexpected threats or acts of violence on Campus.

If there is one point that cannot be overemphasized, it is the value of being prepared. Preparation will greatly assist the need to respond in a calm, deliberate, and methodical manner when dealing with bomb threats and the illegal use of other explosive devices.

GENERAL INFORMATION

Bombs can be constructed to look like almost anything and can be placed or delivered in any number of ways. The probability of finding a bomb that looks like the stereotypical bomb is almost nonexistent. The only common denominator that exists among bombs is that they are designed or intended to explode.

Most bombs are homemade and are limited in their design only by the imagination of, and resources available to, the bomber. Remember, when searching for a bomb, suspect anything that looks unusual. Let the trained bomb technician determine what is or is not a bomb.

Bomb threats are delivered in a variety of ways. The majority of threats are called in to the target. Occasionally these calls are through a third party. Sometimes a threat is communicated in writing or by a recording.

Two logical explanations for reporting a bomb threat are:

1. The caller has definite knowledge or believes that an explosive or incendiary bomb has been, or will be, placed and he/she wants to minimize personal injury or property damage. The caller may be the person who placed the device or someone who has become aware of such information.
2. The caller wants to create an atmosphere of anxiety and panic which will, in turn, result in a disruption of the normal activities at the facility where the device is purportedly placed. Whatever the reason for the report, there will certainly be a reaction to it. Through proper planning, the wide variety of potentially uncontrollable reactions can be greatly reduced.

Why Prepare?

If you accept the two aforementioned explanations for reporting that a bomb is about to go off, we can better prepare ourselves to foil the bomber, or threat maker. Through proper preparation, we can reduce the bombers accessibility to Homestead Campus. Prior

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preparation will limit the amount of time lost to searching, if a search is necessary. If a bomb incident occurs, proper planning will instill confidence in the leadership, reinforce the notion that those in charge do care, and reduce the potential for personal injury and property loss. Proper planning can also reduce the threat of panic. Once a state of panic is reached, the potential for injury and property damage is greatly increased. In the context of a bomb threat, panic is the ultimate achievement of the caller.

What to do if you receive a Bomb Threat telephonically

If a Bomb Threat is witnessed directly, received by e-mail, fax, classroom assignments, internal correspondence, inter-office mail, or U.S. mail, immediately notify the Public Safety Office at ext.75100.

When you receive a telephone call from a person claiming to have planted a bomb on College property, or simply threatening to “blow-up the Campus”, the following actions should be taken:

- a. Keep the caller on the line as long as possible. Ask the caller to repeat the message. Record the time and every word spoken by the caller, if possible.
- b. Listen closely to the voice: note whether it is male, female, youthful or elderly sounding; marked by excited, slurred, or accented speech, or speech impediments.
- c. Ask the caller for the location of the bomb and time of possible explosion.
- d. Listen for strange or peculiar background voices or sounds indicative of certain locations or types of employment, or equipment.
- e. Obtain the caller’s name, if possible.
- f. Immediately notify the Public Safety Office at ext. 75100 and provide the dispatcher with any and all information you were able to obtain.
- g. Do not use radios, two-way radios, cell phones, or turn lights on or off. (some explosive devices are triggered through electronic activation). Any phone contact must be made on landline phones only.
- h. Wait for direction from the Public Safety Office concerning evacuation and re-entry into the building.
- i. If the building is being evacuated, ensure that all doors and windows are left open as employees evacuate. Do not close any open doors or windows.
- j. **DO NOT ATTEMPT TO “SAVE” ANY COMPUTER INFORMATION. JUST GET OUT!**
- k. Evacuate employees away from suspicious items or vehicles. **DO NOT** walk past, around, or near suspicious items.

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- l. All personnel must be evacuated AT LEAST 300 FEET away from and opposite the items. If in a building, the entire building must be evacuated. Do not allow anyone to re-enter the building for any reason.
- m. If you receive a bomb threat through any means other than telephonically, follow the above procedures (F-L) as appropriate.

What can Homestead Campus employees and students do to reduce the vulnerability of Bomb Attacks and assist The Public Safety Department?

- a. We should all take on the role of being Public Safety Officers.
- b. We need to be vigilant and aware of our surroundings, looking for things that appear to be out of place, or placed with no particular purpose.
- c. As we park our vehicles and walk through the parking lots, begin to look for cars that may appear to be abandoned, packages left on car seats, and mechanical devices that should have been removed for security purposes.
- d. We should try to observe vehicle license plates and registration stickers. Out of State plates and expired registration stickers should be reported to Public Safety immediately.
- e. As we traverse the campus walkways, be observant and take note of, book bags, boxes, packages, that appear to be under no ones control.
- f. We should report over flowing trash receptacles and dumpsters, they are excellent places to hide explosives and should be reported to Public Safety and Campus Services.
- g. As we walk through the corridors of buildings we should periodically turn door knobs on mechanical rooms, storage rooms, and any other rooms that are not often used or occupied, and report to Public Safety, those that are found unsecured.
- h. Faculty and Staff should make a visual picture of what their classrooms, work areas, and areas adjacent to, look like, so they will be more likely to spot things that are out of place, or recently placed.
- i. As we walk up and down stairwells we should look underneath the stairwells for suspicious objects.
- j. We need to pay closer attention to our fellow workers so that we notice differences in attitude, dress, demeanor, speech, or any additional signs that may signal things may not be going well.

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- k. We should pay attention to the height and appearance of shrubbery around buildings, as well as, day and night lighting, where appropriate.
- l. In the event of a Bomb Threat, we should not use cell phones, pagers, or any object that projects an electrical pulse during bomb threat situations. Also, do not turn off or on any lights, and if necessary, communicate only over landline telephones.

Administrative Chain of Command

It is the policy of the Homestead Campus to evacuate buildings in response to bomb threats. When a bomb threat is received the affected building(s) will be completely evacuated and searched. The Campus Public Safety Chief or designee will oversee the orderly evacuation. The individuals listed below will be notified in the following order:

Name	Title	Extension
Ray Howard	Captain of Security	75182
Monique Harris	Director of Campus Services	75136
John T. Greb, Jr.	Director of Administrative Services	75011
Richard Schinoff	Campus President	75432
Sean Madison	Dean of Academic Affairs and Student Support Services	75101

Operational Chain of Command

To calmly and deliberately, execute the decision to evacuate buildings and move to a safe location away from the threat area, the following key personnel, or their designated representative, will act in the capacity of Building Evacuation Leaders: **(See Appendix I)**.

Crisis Management Center

To effectively manage the flow of critical information, both receipt and dissemination, a Crisis Management Center will be established, and will function as the principal point of contact for all Campus communications with the Campus/College Presidents, Fire and Police Department representatives, Campus Public Safety, Faculty and Staff, Family and Friends, and most importantly, the Media. The Crisis Management Center will be used to coordinate the Campus' response to the threat.

Essential Personnel

- Director of Administrative Services
- Chief, Campus Public Safety
- Facilities Management
- Homestead Police Department
- Telecommunications
- Director of Campus Services
- Miami-Dade Fire Rescue Department
- Director of Media Relations
- Risk Manager

Command Center Responsibilities:

1. Designate a primary location and alternate location for operations
2. Assign personnel and designate decision making authority
3. Establish a method for tracking Search Teams
4. Maintain a list of likely target areas and consider contingency planning
5. Maintain current Blueprints of floor diagrams
6. Establish primary and secondary methods of communications
7. Maintain current rosters for Essential Personnel

Evacuation

Any bomb threat must be considered to be real. Therefore, we will evacuate the threatened building, or all buildings, if the threat is to the entire campus. The evacuation notification will be by fire alarm, supported by voice commands given by Evacuation Leaders and Campus Public Safety Personnel.

Evacuation Procedure

Building A houses various Student Services Offices, Classrooms and the Bursar's Office. Also, located in Building A on each floor are mechanical/electrical rooms, Telecommunication rooms and HVAC rooms. It has two floors, one elevator and two external stairwells, one on the South and one on the North. In the event of evacuation, all personnel should depart the building through the main entrance, South doors and proceed to College Terrace.

Building B houses Faculty offices and Administrative offices. Also, located in Building B on each floor are mechanical/electrical rooms, Telecommunication rooms and HVAC rooms. It has two floors, one elevator and two external stairwells, one on the East and one on the West. In the event of evacuation, all personnel should depart the building through the South doors and proceed to College Terrace.

Building D houses the Library, Campus Network Services, Public Safety, Computer Courtyard, Learning Support Lab, various other labs, several classrooms, production studios and a loading dock. Also, located in Building D on each floor are mechanical/electrical rooms, Telecommunication rooms and HVAC rooms. It has three floors, two elevators and three external stairwells, one on the East, one on the West and one on the North. In the event of evacuation, all personnel should depart the building through the East entrance next to the library and proceed to the Faculty/Staff Parking Lot.

Building F houses the Air Traffic Control Simulator, Aviation related labs, Community Room(s), Picturetel, Classrooms, Bookstore and Cafeteria. Also, located in Building F on each floor are mechanical/electrical rooms, Telecommunication rooms and HVAC rooms. It has two floors, one elevator and a total of four stairwells, two interior and two exterior. In the event of evacuation, all personnel should depart the building through the open patio and proceed to the East student parking lot.

Building G houses the Classrooms and Labs. Also, located in Building G on each floor are mechanical/electrical rooms, Telecommunication rooms and HVAC rooms. It has three floors, two elevators, and three external stairwells. One on each side of the building, as well as one in the center. In the event of

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evacuation all personnel should depart the building through the West entrance and proceed across the street into the West student parking lot.

Building H houses the Chillers, Archival Storage, Network Services Storage, various classrooms, Art Studio and a loading dock. Also, located in Building H on each floor are mechanical/electrical rooms, Telecommunication rooms and HVAC rooms. It has two floors, one elevator and one external stairwell. In the event of evacuation, all personnel should depart the building through the main entrance stairs and proceed across the street into the West student parking lot.

Bomb Threat Coordinating Instructions

Director of Administrative Services

The Director of Administrative Services has overall responsibility for coordinating the Campus response to Bomb Threats. He or she will assure that all appropriate action is taken to safeguard life and property, as well as restoring the Campus to its normal state as soon as practical.

1. Once notified by the Campus Public Safety Chief or designee, the Director of Administrative Services shall contact the Campus President and advise him or her of the current situation, including which building(s) is being evacuated.
2. The Director of Administrative Services shall respond to the Public Safety Dispatch office to initiate oversight of the Campus response to the incident. He or she shall cause the Risk Manager, the Director of Plant Maintenance, Media Relations, as well as all other essential personnel to be notified, as needed.
3. Once the Campus Public Safety Chief has notified the Director of Administrative Services that the suspicious item, or explosive device has been secured (or none found) and the building is ready for reoccupation, he or she shall immediately

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notify the Campus President prior to reopening the building/area.

4. At the conclusion of the incident the Director of Administrative Services shall submit an “after-action” report to the Campus President within (5) working days.

Building Evacuation Leaders

- a. Establish internal notification and evacuation procedures in support of, and in conjunction with, the Campus Bomb Threat Plan.
- b. Conduct a continuous review of personnel and procedures and ensure Public Safety is updated on any significant changes.
- c. Identify all personnel with special needs and ensure Public Safety is made aware.
- d. Be aware of all areas that use, or store, flammable liquids, fuels, gas, propellants, accelerants, or any other hazardous materials that might increase the possibility of harm or destruction.
- e. Identify a location with a dedicated Land Line Telephone that has continued coverage throughout the duty day.
- f. Identify voluntary Floor Evacuation Coordinators to ensure command and control and reduce the possibility of panic and confusion.

Search Teams

It is advisable to use more than one individual to search any area or room, no matter how small. When developing a search team, it is recommended that occupants of the threatened area be considered first. The occupants that are concerned for their safety will contribute to a more thorough search, provide a more rapid response, and will ultimately result in a shorter loss of work time.

To be proficient in searching a building, search personnel must be thoroughly familiar with all hallways, rest rooms, false ceiling areas, and every location in the building where an explosive or incendiary device may be concealed.

In the event of evacuation, and to assist the efforts of the Public Safety Department, Fire Department, or Police upon arrival, Search Team personnel should be familiar with Building Floor Plans and areas immediately outside and adjacent to the building.

Search Technique

The following room search technique is based on the use of a two- person Search Team:

1. Upon entering a room or area to be searched, each person should go to separate locations, stand quietly, close their eyes, and listen for a clockwork device. The intent is to identify a ticking mechanical device, and to become aware of the background noise level within the room itself.
2. The two person search technique consists of four basic steps:
 - a. Floor to the searchers hip.
 - b. Hip to searchers head.
 - c. Head to ceiling
 - d. Above the area where there is a false or suspended ceiling

The searchers go to opposite ends of the divided area, assume a back- to-back position, and then work towards one another following the above steps in sequential order. Once the search is completed, post a sign, conspicuously marked, “**Search Completed**” in the area, and place a piece of colored Scotch Tape across the door jamb, approximately 2 feet above floor level to indicate the area is secure.

Suspicious Objects

Volunteer Search Team personnel should be instructed that their only mission is to search for and report suspicious objects. Under no circumstances should anyone move, jar or touch a suspicious object or anything attached to it. When a suspicious object is discovered, the following procedures are recommended.

1. Report the location and an accurate description of the object to the appropriate Floor Coordinator, who will report it up through the Chain of Command.
2. Identify the danger area, and block it off with a clear zone of at least 300 feet, including floors below and above the object.
3. Check to ensure that all doors and windows are open to minimize primary damage from the blast, and secondary damage from any fragmentation.
4. Evacuate the building.
5. Do not permit reentry into the building until the device has been removed/disarmed, and the reentry notification is made.

Faculty/Staff Response to Bomb Threats

- A. If a Bomb Threat is witnessed directly, received by e-mail, fax, classroom assignments, internal correspondence, inter-office mail, or U.S. mail, **immediately notify the Public Safety Office at ext.75100.**

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- B. When you receive a telephone call from a person claiming to have planted a bomb on College property, or simply threatening to “blow-up the Campus”, the following actions should be taken:
1. Keep the caller on the line as long as possible. Ask the caller to repeat the message. Record the time and every word spoken by the caller, if possible.
 2. Listen closely to the voice: note whether it is male, female, youthful or elderly sounding; marked by excited, slurred, or accented speech, or speech impediments.
 3. Listen Ask the caller for the location of the bomb and time of possible explosion.
 4. For strange or peculiar background voices or sounds indicative of certain locations or types of employment.
 5. Obtain the caller’s name, if possible.
 6. **Immediately notify the Public Safety Office at ext. 75100** and provide the dispatcher with any and all information you were able to obtain.
 7. **Do not use radios, two-way radios, cell phones, turn lights on or off (some explosive devices are triggered through electronic activation).**
 8. Wait for direction from Public Safety concerning evacuation and re-entry into the building.
 9. If the building is being evacuated, ensure that all doors and windows are left open as employees evacuate. Do not close any open doors or windows.
 10. **DO NOT** attempt to “save” any computer information. **JUST GET OUT!**
 11. Evacuate employees away from suspect items or vehicles. **DO NOT** walk past, around, or near suspicious items.
 12. All personnel must be evacuated **AT LEAST 300 FEET** away from and opposite the items. If in a building, the entire building must be evacuated.
 13. Do not allow anyone to re-enter the building for any reason.

Public Safety Response to Bomb Threats

When you receive a telephone call from a person claiming to have planted a bomb on College property, or simply threatening to “blow-up the Campus”, the following actions should be taken:

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2. Listen closely to the voice: note whether it is male, female, youthful or elderly sounding; marked by excited, slurred, or accented speech, or speech impediments.
3. Ask the caller for the location of the bomb and time of possible explosion.
4. Listen for strange or peculiar background voices or sounds indicative of certain locations or types of employment.
5. Obtain the caller’s name, if possible.
6. If a College employee notifies you that he or she was the recipient of a Bomb Threat, obtain all pertinent information from that individual.
7. **Immediately notify the Homestead Police Department via 911 operators or through the HPD Officer on duty at the Campus. Provide the HPD dispatcher with all pertinent information and request assistance.**
8. The Public Safety dispatcher shall immediately notify the Campus Public Safety Chief or designee after contacting the HPD.
9. The Campus Public Safety Chief shall direct all available Public Safety personnel to the location(s) of the reported bomb threat. With the assistance of the Building Evacuation Leader and Floor Evacuation Coordinators, Public Safety Officers will begin an orderly evacuation of the building, so a thorough search can be implemented.
10. The Campus Public Safety Chief shall obtain all pertinent information concerning the incident and personally contact the Director of Administrative Services.
11. The Campus Public Safety Chief shall direct the dispatcher to suspend all two-way radio and cellular phone communications.

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12. Prior to suspending two-way radio and cellular phone transmissions the dispatcher shall advise all Public Safety personnel to turn-off their two-way radios, cellular phones, vehicles, and electric/gas carts and report to a designated location for instructions.
13. The dispatcher shall also contact Campus Services and Plant Maintenance to discontinue use of two-way radio and cellular phones until further notice.
14. Once the building or area has been thoroughly searched, the designated Search Leader shall notify the dispatcher via landline communication and await further instructions. If multiple buildings are to be searched, he or she shall advise the dispatcher before moving on to the next building.
15. The Search Leader shall provide the dispatcher with the name of each CPO involved in the search and what area/floor of the facility he or she will be assigned to search.
16. The dispatcher shall maintain a complete and accurate record of all actions concerning the incident.
17. Any suspicious object(s) shall immediately be reported to the Search Leader, who shall in turn notify the dispatcher of the exact location and cause the area to be secured. **AT NO TIME SHALL ANY COLLEGE EMPLOYEE TOUCH, MOVE, OR IN ANY MANNER DISTURB THE OBJECT!** All security personnel involved in the search shall evacuate the area and wait at a safe distance for the police to respond.
18. The dispatcher shall immediately notify the HPD via 911 operators that a suspicious object has been located and request assistance.
19. If no suspicious objects or explosive devices are found after a thorough search has been conducted then the Campus Public Safety Chief shall recommend to the Director of Administrative Services that the building/area may be reoccupied.

**APPENDIX I
HOMESTEAD CAMPUS BUILDING EVACUATION LEADERS-DRAFT**

Key Personnel

Facility/Building	Div/Dept.	Key Personnel	Phone #	Alternate	Phone #
Building A					
1 st Floor	Student Services	Jackie Peron-S.	237-5028		
	Registration	Diana Pabon	237-5030		
2 nd Floor	Advisement	Steffi Durnberg	237-5253		
	Career Center	Minerva Jaimes	237-5140		

Key Personnel

Facility/Building	Div/Dept.	Key Personnel	Phone #	Alternate	Phone #
Building B					
1 st Floor	Business/CIS	Nancy Adkison	237-5049		
	Arts/Sciences	Wendy Carlson	237-5048		
2 nd Floor	Academic Dean	Jan Whitling	237-5003		
	Campus Services	Monique Harris	237-5136		

Key Personnel

Facility/Building	Div/Dept.	Key Personnel	Phone #	Alternate	Phone#
Building D					
1 st Floor	Learning Resources	Monica Aparicio	237-5104		
	Learning Resources	Janie De La Rosa	237-5070		
2 nd Floor	Learning Support	Carol Dietrick	237-5056		
	Network Services	Tom Coppock	237-5151		
3 rd Floor	ESL	Geraldine Walker	237-5183		
	Network Services	Sean Hosang	237-5172		

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Key Personnel

Facility/Building	Div/Dept.	Key Personnel	Phone #	Alternate	Phone#
Building F					
1 st Floor	Network Services	Leroy Mann	237-5038		
2 nd Floor	Audio Visual	Al Garip	237-5041		

Key Personnel

Facility/Building	Div/Dept.	Key Personnel	Phone #	Alternate	Phone#
Building G					
1 st Floor	Security	Personnel on Duty	237-5100		
2 nd Floor	Security	Personnel on Duty	237-5100		
3 rd Floor	Security	Personnel on Duty	237-5100		

Key Personnel

Facility/Building	Div/Dept.	Key Personnel	Phone #	Alternate	Phone#
Building H					
1 st Floor	Security	Personnel on Duty	237-5100		
2 nd Floor	Security	Personnel on Duty	237-5100		

APPENDIX II

MIAMI-DADE COMMUNITY COLLEGE-HOMESTEAD
Checklist for Bomb Threats, Scares, Suspicious Packages and Suspicious Vehicles

This information sheet is intended for quick information and is not a complete guide to handling a bomb threat or scare.

COMPLETE THE FOLLOWING INFORMATION AS THE CALL IS RECEIVED:

Time/Date Reported: _____

How Reported (phone, letter, etc.): _____

Caller's Exact Words: _____

QUESTIONS TO ASK CALLER:

When is the bomb going to explode? _____

Where is the bomb right now? _____

Is it in a vehicle? _____ A car or truck? _____ Is the vehicle itself a bomb? _____

Year: _____ Make: _____ Model: _____ Color: _____ Tag #: _____

Where is the vehicle parked? _____

Did you place the bomb in any type of container? What type? _____

What kind of bomb is it? _____

What does it look like? _____

Why did you plant the bomb? _____

Where are you calling from? _____

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DESCRIPTION OF CALLER'S VOICE:

Male: _____ Female: _____ Young: _____ Middle Age: _____ Old: _____
Accent/Type: _____
Tone of Voice: _____ Background Noise: _____ Is Voice Familiar? _____

If so, who did it sound like? _____

Other caller characteristics: _____

Time caller hung up: _____

Remarks: _____

Name/Address/Telephone of Recipient: _____

Immediately notify your immediate supervisor or his designee of the threat!

WHEN A CALL IS RECEIVED:

Call Public Safety Department at ext. # 7-5100: Have the following information available:

- A. You are reporting the threat but are not evacuating.
- B. You are reporting the threat, are not evacuating, but are conducting a search for suspicious items by key personnel.
- C. You are reporting the threat, evacuating, and searching for suspicious items by key personnel
- D. You are reporting the threat, evacuating, and have located suspicious item.