

MDC HOMESTEAD

RESPONDING TO BOMB THREATS

EVERY BOMB THREAT MUST BE CONSIDERED REAL!

EXTREME CAUTION IS WARRANTED IN EVERY BOMB THREAT SITUATION!

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.**
- 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. Obtain the caller’s name, if possible.
 2. 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.
 3. 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.
 4. Ask the caller for the location of the bomb and time of possible explosion.
 5. Listen for strange or peculiar background voices or sounds indicative of certain locations or types of employment.
 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. You will receive notification to evacuate via an audible alarm and/or by Public Safety personnel, or by designated **Building Emergency Team Leaders**.

- C. **Table 1** below identifies the designated evacuation area for each building. Personnel evacuating a building should go to the designated area unless otherwise directed.

Building	Evacuation Area
Building A	College Terrace
Building B	College Terrace
Building D	Faculty/Staff Parking Lot
Building F	East Student Parking Lot
Building G	West Student Parking Lot
Building H	West Student Parking Lot