

Date: April 12, 2004

To: All Homestead Campus Faculty and Staff

From: Dr. Richard Schinoff, Campus President

Subject: **Bomb Threats, Fire Alarms and Other Emergencies**

It is now more important than ever that we be alert to potential emergencies. Everyone must react appropriately and quickly. Each of us must observe and communicate information in an accurate and timely manner. The purpose of this memo is to inform you of the following actions:

1. Every building fire alarm activation requires that the building be evacuated.
2. Any bomb threat must be considered to be real. Therefore, we will evacuate the threatened building or buildings, including all buildings if the threat is to the entire campus.
3. On any given day or time, we have a limited number of security personnel to dispatch to evacuate buildings and disseminate information. Therefore, we have identified a number of volunteer "Emergency Team Leaders," who will assist us in response to any such emergency or threat.
4. The following recommendations are suggestions for each of us to follow in our daily routines:
 - Take the responsibility of being the eyes and ears of Campus Security.
 - Be vigilant and aware of your surroundings, looking for things that appear to be out of place, or placed with no particular purpose.
 - When you park your vehicle and walk through the parking lots, be alert for cars that may appear to be abandoned.
 - Observe vehicle license plates and registration stickers. Out of State plates and expired registration stickers should be reported to Public Safety immediately.

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- Be observant of book bags, boxes, packages, that appear to be under no ones control.
 - 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 they find unsecured.
 - Overflowing trash receptacles and dumpsters are excellent places to hide explosives and should be reported to Public Safety and Campus Services.
 - Empty boxes should be flattened and not piled in hallways where they can be used to conceal explosive devices.
 - Suspicious packages should be reported before they are opened.
 - Look underneath stairwells for suspicious objects.
 - Make a visual picture in your mind of how your classrooms, work areas, and adjacent areas look like so you will be more likely to spot things that are out of place or recently placed.
 - Pay attention to the height and appearance of shrubbery around buildings, and day and night lighting where appropriate.
 - Pay closer attention to your fellow workers to notice differences in attitude, dress, demeanor, speech or any additional signs that things may not be going well.
 - Do not use cell phones, pagers or any object that projects an electrical pulse during a bomb threat situation. Do not turn off or on any lights. Communicate only over a landline if necessary.
5. We have a “Bomb Threat” procedure and other emergency procedures that provide detailed action steps for Public Safety personnel and key administrators. Part of the procedure is the attached information for any and all college employees who may witness an emergency or who may receive a threat via telephone, U.S. or interoffice mail, email, fax, class assignments or internal correspondence.

Also attached are the specific evacuation areas (parking lots and College Terrace) for each building and a campus map which identifies all buildings and parking lots.