

Annex E: Bomb Threat Response Guide

Date	Title
09/24/2012	Annex E: Bomb Threat Response Guide

A. INTRODUCTION

This Bomb Threat Response Guide provides guidance on how to respond to a bomb threat or caller who claims a bomb is located on campus.

B. SCOPE

The majority of bomb threats are hoaxes; however, it is important that all threats be treated seriously. A quick and organized response to a perceived threat can minimize the risk of injury to students, employees, and visitors. Making a false bomb threat is a federal offense punishable under United States Code 18-844e, with a penalty of up to ten years in prison, \$250,000 fine, or both. Bomb threats can be delivered via phone, letter, email, or in person. All threats received by Reynolds faculty, staff, and students must be reported to the Department of Police (804)523-5911 or 5911 from any campus phone.

C. RESPONSE

If a bomb, threat is received by phone:

- Remain Calm. Attempt to keep the caller on the telephone as long as possible.
- Use the Bomb Threat Checklist (Attachment A).
- Record the time and phone number if you have a caller ID.
- Contact the Department of Police 804)523-5911 or 5911 from any campus phone immediately after receiving the threat.
- Without approaching or touching anything, look around your area for anything that you cannot identify, that is out of place and/or should not be there. Notify police officers of the object when they arrive.
- Take no further action until advised to do so by the Department of Police. Responding officers will assess the threat and advise the building occupants if it is necessary to evacuate the building and/or area.

If a bomb threat is received by email, fax, or other electronic communication, immediately notify college police and provide or relay the entire message and any previous correspondence with the sender. Take no further action until advised to do so by the Department of Police. Responding officers will assess the threat and advise the building occupants if it is necessary to evacuate the building and/or area. If a bomb or explosive device is identified then move away from the area, do NOT use a mobile phone but contact the college police.