

BOMB THREAT

Each bomb threat that is received at Chesapeake College will be considered and responded to as a legitimate and real threat to Chesapeake College. It is understood that each bomb threat will be unique in its presentation and various methods of response will be employed to resolve each issue. In each issue, the safety and well-being of the faculty, staff and students will be paramount, and the Chesapeake College response will be to resolve the issue and return to normal operation at the earliest possible time with minimal disruption. Any person on campus who receives a bomb threat via telephone call, voice mail, email message, letter, or other communication should proceed as follows.

A. By Telephone

1. Remain calm and listen carefully.
2. Keep the caller on the line as long as possible. For example, ask the caller to repeat the message: "I'm sorry, what did you say?"
3. Identify and record the number from the display on the phone, if available.
4. Document as much of the caller's message as soon as possible.
5. Gather as much information as possible on the Bomb Threat Checklist (on page 16).
6. Once the caller has hung up, the person receiving the call shall hang up, then **dial *57** and hang up again. **Call 911 immediately after the *57 procedure** (the *57 procedure is a call trace function for Law Enforcement) to report the incident, then contact Chesapeake College Department of Public Safety.
7. Give your name, location, telephone number, and the time you received the call or threat. Inform them of any information you may have gathered using the CHECKLIST.
8. **DO NOT** turn on/off anything electrical and **DO NOT** pull a fire alarm.
9. Personnel will TURN OFF cellular phones or portable radios within the threatened facility. Certain explosives can be triggered by cellular or RF signals.
10. Give the checklist to responding Chesapeake College Department of Public Safety personnel.

B. By Voice Mail, Email Message, Letter, or Other Communication

1. Call Chesapeake College Department of Public Safety immediately. If the bomb threat is received via written communication, do not handle the communication any more than is absolutely necessary and turn the document over to Chesapeake College Public Safety Personnel when they arrive. Excessive handling of the document may destroy crucial evidence such as fingerprints or DNA.
2. If a threat is received by social media, please screen shot the message.
3. Inform your supervisor and/or department head and notify surrounding employees to evacuate the area. Chesapeake College Department of Public Safety Officers with the assistance of Building Monitors and maintenance personnel will be responsible for building evacuation, should it become necessary.
4. The police will want to know the following information:
 - Who found it?
 - Who else was present?
 - Where was it found or how was it delivered?
 - When was it found or delivered?
 - Who has touched it?
 - Have any previous threats been received?
5. A Chesapeake College Department of Public Safety officer will obtain the information about the bomb threat. The officer will immediately notify the Chesapeake College Department of Public Safety Director, who in turn will make notifications to the Crisis Management Team. Chesapeake College Department of Public Safety will make contact with the appropriate local authorities.
6. If a suspicious package or object is located, **do not touch it** and immediately notify Chesapeake College Department of Public Safety.
7. If instructed to evacuate, move a safe distance away from the building (a minimum of 1000 ft.) and avoid vehicles, dumpsters or other structures.
8. The last Chesapeake College Department of Public Safety Officer or Maintenance Personnel exiting the building shall secure/lock the building to prevent re-entry. These designated personnel shall maintain a reasonable distance from the building in order to prevent unsuspecting persons from entering the area of the threat until released by law enforcement.
9. Under no circumstances will College personnel or students be allowed to re-enter the building until instructed by authorized personnel that it is safe to do so.

BOMB THREAT CHECKLIST

Exact Wording of Threat:

1. Where is the bomb located? _____
2. What time is it set to explode? _____
3. What does the bomb look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Who placed the bomb? _____
7. Why? _____
8. Any other details. _____

Sex of Caller _____ Age _____ Race _____ Time Received _____ Length of Call _____

CALLERS VOICE

Calm	Laughing	Lisp	Disguised	Street noise	House noise
Angry	Crying	Raspy	Accent	Voices	Motor
Excited	Normal	Deep	Familiar	Music	Office noises
Slow	Distinct	Ragged	Soft	Factory	Animal noises
Nasal	Deep	Clear	Static	Local	Long distance
Loud	Stutter	Crackling	Deep Breathing	Other _____	

BACKGROUND SOUNDS:

If voice is familiar, whom did it sound like? _____

THREAT LANGUAGE:

Well-spoken (educated) Foul Irrational Incoherent Taped
Message read by threat maker

REMARKS: _____

Fill out completely, immediately after bomb threat. Date _____ Phone No. _____

Name: _____ Position: _____