

BOMB THREAT / EXPLOSION

WHEN THE CAMPUS RECEIVES A BOMB THREAT

Campus staff will coordinate with local law enforcement to determine the need to evacuate.

Notification will be through one or all of these methods:

- A WVM-Alert text & voice message sent to all cell phones registered with the system
- Campus Response Team members walking through the building making announcements
- Fire alarm activation

If you SEE a suspicious object...do not touch!

- Evacuate and warn others
- Don't turn any light switches on or off
- Call 9-1-1 when you are **AT LEAST** 1/4 mile (1320 feet) away from the object

NO RADIO OR CELL PHONE use within 1/4 mile of the area of a bomb threat or explosion. Radio signals can trigger bombs. Use a runner to send information. Texting is OK.

EVACUATION

- Follow normal evacuation procedures. See "EVACUATION" guidelines
- **Note the location** of any suspicious people or objects as you exit.
- **REPORT OBSERVATIONS** to an Emergency Response Team member once you're outside.

EXPLOSIONS

Explosions can be accidental or intentional. Assume the explosion is intentional until you can confirm otherwise.

- Drop, cover and hold on to protect yourself from the blast
- **EVACUATE** to the parking lot
- Call 9-1-1 to report the explosion (when you are at least 1/4 mile (1320 feet) away from the building)
- Do not reenter the building - there may be additional bombs
- Some bombs carry contaminants - do not leave the parking lot (evacuation site) until you receive notice from the Campus Emergency Response Team.

IF YOU RECEIVE A BOMB THREAT

NOTE: The person who RECEIVES a bomb threat and a facilities representative with keys to the building must be available to police when they arrive. Report to evacuation Check In.

When on the phone with the caller, try to be calm and carry on a conversation.
(Note the time the call starts and ends) Ask the following questions:

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| <ul style="list-style-type: none"> <input type="checkbox"/> When is the bomb going to explode? <input type="checkbox"/> Where is the bomb? <input type="checkbox"/> What does the bomb look like? <input type="checkbox"/> What kind of bomb is it? <input type="checkbox"/> Why did you place the bomb? <input type="checkbox"/> Who are you? | <p>Listen for other clues:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Voice - Male or female, young or old, speaks with an accent? Angry? Calm? <input type="checkbox"/> Background noises - Cars, cash registers, wind, birds - any clue to location. |
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As soon as you hang up, call Campus Police and report the threat.