

Emergency Preparedness ■ Bomb Threats

■ Individual and Group Safety Guidelines

The following are important safety considerations for individuals:

- A bomb or incendiary device can take almost any form and can be triggered in a wide variety of ways. Therefore, under **NO CIRCUMSTANCES** should a suspicious object be touched or removed. People should be removed from the bomb, not vice versa.
- Communication in any area where a bomb may be present will be by telephone to prevent detonation by radio frequency.
- The decision to evacuate a building will be made by the Incident Commander, in consultation with the President or senior available administrator, if available. The decision will be made with consideration given to a variety of factors, such as:

Recommendation of Incident Commander

Credibility of Threat

Recent History of Bomb Threats

Current Social/Political Climate

General Public Safety Matters

If evacuation is chosen, an announcement will be made in each area that there is a potentially serious electrical problem in the building and that the building must be closed. Occupants will be asked to proceed to the nearest exit, taking their personal belongings with them and leaving doors and windows open to dissipate the energy of a potential explosion. Appropriate staff will be posted if deviation from standard exit routes is necessary. Staff conducting the evacuation should behave in a calm and assured manner so as not to promote panic. If groups of people need to be relocated temporarily, the Incident Commander will establish a campus assembly point.

- In the event of an explosion, all follow-up activity will be taken with great caution because of the possible existence of a secondary device.