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POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Procedure Title:	Bomb Threat Procedures	3.7.1
Responsible Division:	Administrative	
Date Approved:	October 1998	

Introduction

Bombing and the threat of bombing are realities for which the college must be prepared. There are two logical explanations for reporting a bomb threat:

1. The caller has knowledge that an explosive has been placed and wants to minimize injury or damage.
2. The caller wants to create an atmosphere of anxiety and panic which will disrupt normal activities of the college.

This procedure has been established for the purposes of:

1. Establishing a **chain of command** for bomb threat situations
2. Determining how and by whom a bomb threat will be **evaluated**
3. Describing the procedures to be followed **if facilities are to be evacuated**
4. Assigning responsibility for **searching facilities**
5. Key administrative staff will periodically be updated on appropriate responses to bomb threats.

If a bomb threat is received

Main Campus - If the threat is received by anyone other than the switchboard operator, gather and record as much information as possible and then contact the switchboard operator immediately. If the threat is received after normal office hours or on weekends, notify a college official. The evening receptionist shall notify the evening administrator on duty.

Off Campus Centers - The threat should be reported to the **center director** immediately. The center director will contact the **switchboard operator** on main campus.

All Bomb Threats - The switchboard operator will immediately report the threat to the following chain of command:

1. Office of the President
2. Office of the Vice President for Administrative Services
3. Office of the Vice President for Instruction and Student Services
4. Office of the Vice President for Extension Education and Economic Development

The President, or in his or her absence the next available administrator, shall evaluate the threat and determine the appropriate action to be taken. The building(s) may be searched and/or evacuated, if necessary. The administrator in charge shall notify the following personnel and issue instructions:

- Security
- Maintenance
- Emergency Services (911 dispatch)

If facilities are to be evacuated:

1. Evacuation notices will be announced by network E-mail, telephone, and messenger.
2. College employees shall assist in clearing the buildings of people and then exit themselves.
3. Administrative Services staff will assist Southwestern Child Development Commission personnel in the evacuation of children from the campus.
4. The switchboard operator and maintenance personnel will remain on campus and remain in radio contact with security.
5. Maintenance and/or custodial staff will assist emergency response personnel search and clear buildings, if requested.
6. All students and those employees not required to remain on campus should evacuate the campus and remove their vehicles. All should return to campus two hours after evacuation.
7. The President or administrator in charge shall determine when the college shall return to normal operations.

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