

Metropolitan State University
Bomb Threat, Search Procedure and Threatening Phone Calls Action Plan

Employees receiving or discovering a bomb threat should immediately notify Administrative Affairs 651-793-1700 (24 hour daily answering service)

Section 1. Note

Security portable two-way **RADIOS SHOULD NOT BE USED** to transmit messages as the RF (radio frequency) signals may activate any potential bomb. Internal communications will be via pager/phone system between Security, Administrative Affairs staff, reception desk, and emergency personnel as appropriate.

Section 2 Remain Calm

If the threat is received via telephone, use the Bomb Threat Checklist (attached) (located in the Metropolitan State University Emergency Procedures booklet) to record information concerning the bomb threat. Regardless of where the call originated, the call must be analyzed to determine what action should be taken. The following are basic examples of call types:

- a) Vague: No specifics such as campus, building, or event given, for example...”a bomb is going off at Metropolitan State University.”
- b) Specific: Details such as an event, building, campus or time are given, for Example...”a bomb is going to go off in New Main Room #LL12, at 6:30 pm on Tuesday.”
- c) Report from a law enforcement agency.

Have the completed bomb threat checklist ready for Metropolitan State University response team and authorities when they arrive.

Section 3. Do not evacuate the building until the police/bomb squad orders an evacuation in consultation with University officials

University officials in consultation with police officials will make a determination regarding the evacuation of a building or buildings. The decision is based on the content of the communication received and other key precipitating factors.

Section 4. The police/bomb squad will be dispatched by Municipal Emergency Personnel or by University Administration and/or Director of Security.

A building search will be made by Administrative Affairs personnel with assistance from building departmental personnel. The police bomb squad will contact and interview the person who received the threat. An evacuation may take place at the discretion of the bomb squad, and/or University Administration or Security. When authorized by the bomb squad, the “All Clear” will be given by Administrative Affairs personnel.

Section 5. Employee assisted search/survey

- a) As appropriate, an employee-assisted search/survey may be the method by which it can be determined if there is a suspicious object in the area. During a search the employee is only looking for something that is not normal, out of place, or should not be there. If a suspicious object is found, the employee is not to touch or move the item. Immediately leave the area and report the location of the suspicious item to Administrative Affairs 793-1700 and/or Information 793-1212.
- b) Building office personnel will search/survey only their immediate familiar work area. Results of the search will be reported directly to Administrative Affairs 793-1700 or Information 793-1212 or on-site police bomb squad authorities.
- c) Searches of other building areas will be carried out by police search teams.

What employees are to look for:

Explosives can be packaged in a variety of containers. Most likely it will be camouflaged. The container is likely to be a common article such as a shoe or cigar box, grocery bag, an athletic bag, airline bag, suitcase, attaché case, book bag, pipe device, etc. Look for the unusual or something that appears to be out of place. It is important that someone familiar with the area assist in the search/survey in order to note something which is unusual or alien to the surroundings. Anything that does not belong, or whose nature and presence cannot be adequately explained is a suspicious object.

Non-evacuation status:

1. Initial threat evaluation.
2. Initial search process and evaluation of gathered information.
3. Situation judged to be non-threatening.

Evacuation status:

1. Evacuation is authorized by the Security Director or Administrative Affairs staff in coordination with police/bomb squad authorities.

As advised by police authorities:

1. a. building sections will be notified by verbal instructions to evacuate
 1. b. the entire building will be notified by verbal instructions to evacuate
- A. Usually 500 feet is suggested for the initial evacuated safe area when a device is found.
 - B. In inclement weather, another building should be available for evacuees.
 - C. Upon evacuating all persons from the building, the Security Officer/Maintenance/Administrative Affairs staff will lock the exterior doors of the building to prevent and unauthorized person(s) from entering the building.

- D. Depending upon the circumstances, all persons at the temporary gathering sites may be asked to give names and Metropolitan State University status. This will allow for accountability for possible person(s) still in the building or “missing”, and some department members may be asked (volunteer ONLY) to accompany police authorities to search his/her work area for any suspicious articles.
2. When no Administrative Affairs staff is immediately available for assistance with situation, the Security Director or Officer as a precaution measure may evacuate sections or the entire building and coordinate with police authorities threat evaluation, search, and all-clear re-entry procedures.

All Clear/Re-entry:

1. Bomb device was found, deactivated, removed or detonated, and police authorities authorize all-clear/re-entry.
2. If no bomb can be located and police authorities authorize all clear, the doors will be unlocked for re-entry. The all clear simply indicates that as thorough and reasonable search as possible was conducted and no device was located.

Activation of Metropolitan State University Crisis Plan:

As appropriate Metropolitan State’s Crisis Plan procedures will be activated by University Administration.