

85.13 Bomb Threat

- 85-13-1 Purpose
- 85-13-2 Responsibilities
- 85-13-3 Communications Procedures
- 85-13-4 All Clear Procedures

1. Purpose. These procedures are established to help Eastern New Mexico University-Roswell (ENMU-Roswell) personnel react quickly and effectively to a notification that an explosive device has been placed in an ENMU-Roswell building or area. Timely compliance with these procedures is designed to minimize the possibility of human casualties and property damage.

2. Responsibilities. The responsibilities during bomb threat incidents shall be as follows:

A. The New Mexico State Police is ENMU-Roswell's first contact in emergency situations and will take charge of the situation after their arrival on the scene.

B. Campus Security and the Building Coordinators will evacuate the affected building. Campus Security will handle crowd control, traffic control and assist in the search with keys and codes to enter buildings and classrooms. The Security/Safety Officer will notify the President ENMU-Roswell's office, Vice President for Academic Affairs office and the Vice Presidents as soon as possible.

3. Communications Procedures. The communications procedure during a bomb threat situation shall be as follows:

A. When a bomb threat is received by the ENMU-Roswell telephone operator or other ENMU-Roswell personnel, the person will follow the procedures listed below.

BOMB THREAT

If you are the person receiving a Bomb Threat remain calm, and talk to the person as long as you can. Wave the **yellow** Bomb Threat card in the air to get attention of someone in the area. Give the card to the first competent person to respond to you. They will follow the procedures on the card and call **9-911** and Campus Security **ext. 180**. The **red** card gives a complete description of what is taking place and the procedures to follow. An example of these cards can be found after the Bomb Threat checklist sheet.

1. The person receiving the call should try to keep the caller on the line, obtaining as much information as possible.
2. Ask for specifics such as time of detonation, description of bomb, location, etc. Use the red forms located by the phone. If there is not a form by the phone then use the one on the next page of this plan.
3. After the caller has hung up, ensure 9-911 and the Safety/Security Department at ext. 180 or 181 has been called.
4. Relay all of the information you have gathered from the caller to Campus Safety/Security.
5. Searching for the alleged bomb: Ordinarily, persons working in the area of a bomb threat will be best qualified to expedite a search for a suspicious package as they are the most familiar with their work area. Emergency personnel will request someone to assist them with the search.
6. If an evacuation is needed, it will be initiated by Campus Safety/Security Department. The threat card and checklist will be placed at all telephones that receive frequent incoming calls to the campus

BOMB THREAT CHECKLIST

Receiving a phone threat is not an everyday event. Use this form as soon as you recognize the call as a threat. Keep this form on your desk for reference, and fill in the blanks.

Note: Reference your caller ID and write the number down

1. When will bomb explode? _____
2. Where is the bomb now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Why is it here? _____
7. What is my name? _____
8. What is your name? _____
9. What is your address? _____
10. What was the EXACT wording of the threat? _____
11. **Caller Characteristics:** Sex of caller? ____ Race? ____ Age? ____
Nationality? ____ Length of call? ____ Time? ____ Date? ____ Number where
call was received? ____ Who received it? _____
12. **The Caller was:** Calm ____ Angry ____ Excited ____ Slow ____ Rapid ____ Soft ____
Loud ____ Laughing ____ Crying ____ Normal ____
Deep Breathing ____ Distant ____ Slurred ____ Nasal ____ Lisp ____ Stutter ____
Ragged ____ Disguised ____ Familiar Voice ____ Deep ____
Accent ____ Type of Accent _____
13. **Background noises:** Voices ____ PA systems ____ Music ____ Bar ____
Motor ____ Traffic ____ Office ____ Static ____ Clear ____ Machines ____
Local ____ Long Distance ____ Cellular ____
14. **Threat Language:** Well Spoken ____ Foul ____ Irrational ____ Taped ____
Message ____ Prepared Message ____ Incoherent ____
15. What observations did you notice about call and caller? _____

16. Your Name _____ Title _____
Office Number _____ Date _____
17. Who did you notify? _____ Time _____

BOMB THREAT NOTIFICATION CARD

“REMAIN CALM”

If you are being handed this card by someone on the phone then they are currently receiving a Bomb Threat.

Call 9-911

AND

Campus Safety/Security at 180 or 181

Give the location of the person receiving the call, and any additional information you can gather.

4. All clear Procedures. The all clear will be given to President ENMU-Roswell or their designee by the Incident Commander.

History has shown that the most Bomb Threats are false in nature. Actual bombings usually occur without warning. However, all Bomb Threats will be taken very seriously.