

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

Bomb or Explosive Device Threat	1-004 ADMINISTRATIVE August 2013
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POLICY

- 1.01 This policy provides information about bomb threats and the reporting of suspicious devices and packages. It also identifies approved procedures and resources available to minimize disruptions to the educational process, damage to property, and to prevent loss of lives. At OSU Institute of Technology (OSUIT), the faculty and staff share in the responsibility to plan and prepare for the potential threat.
- 1.02 Every bomb threat shall be treated as real until proven otherwise.

PROCEDURES

- 2.01 Once notice of a bomb threat is received, there must be four (4) primary objectives:
- A. Determine the level of the threat,
 - B. Diminish the threat to life or property,
 - C. Minimize the disruption, and
 - D. Deter future events.
- 2.02 Bomb threats can be categorized into two basic categories: *General and Specific*.
- A. A *General* Bomb Threat implies a threat that is very broad in nature with minimal information.
 - B. A *Specific* Bomb Threat will contain information which is specific to the type of target, location, time, and other particular information.

While OSUIT treats all bomb threats seriously, the total disruption/interruption of the educational process must be considered. If reasonable, the threatened areas of a general threat will be searched without evacuation and with as little disruption as reasonable. The more specific the threat, or as a threat's credibility increases, an accompanying public notification responsibility will increase. An evacuation decision will be based upon the threat specificity and totality of circumstances.

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2.03 The following details the normal steps to be followed in the event of a bomb threat or the report of a suspicious package or device:

- A. The receipt of a bomb threat should be reported immediately to OSUIT Police by calling the campus operator or at “0” or 918-293-4678.
 - 1. If the threat is made via telephone, the caller should be quizzed for as much information as possible. (See suggested checklist, APPENDIX A.) Observe the telephone display (if available) and note the number calling or any other information on the display. Write it down immediately. If the threat is left on voice mail, do not delete it.
 - 2. If the threat is by written note, handle the note as little as possible and keep it secure for subsequent police use.
 - 3. If the threat is made by some other means, electronic mail, etc., the original text should be saved for police review.
- B. Once notified of the bomb threat, the OSUIT Police will proceed with the following:
 - 1. Establish a command post (in or close to threatened area).
 - 2. Notify OSUIT Emergency Management.
 - 3. Notify City of Okmulgee police and fire department.
 - 4. Assign an officer to interview the call recipient.
 - 5. Request that the university official(s) in charge of the program located in the threatened building report to the command post.
 - 6. Review known facts and decide whether an evacuation is appropriate. Evacuation upon receipt of a threat is not an automatic decision, but depends upon perceived credibility of the threat.
- C. When an evacuation is not ordered, the following will be implemented:
 - 1. When appropriate, considering the generality or specificity of the threat, persons in the affected area may be notified of the threat to allow the opportunity to make their own decisions regarding evacuation. This notification can be in the form of door-to-door notification by OSUIT Police.
 - 2. All exits and exit ways will be searched first to insure that no danger exists in those areas. NOTE: Often it is more prudent to avoid evacuation until exits can be carefully searched.
 - 3. Other probable spaces will be searched, as determined by OSUIT Police.

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- D. When a threat is received against a residence hall, responding officers will evaluate and investigate as outlined above. However, the decision to notify residents and the method(s) employed will be determined by the Director of Residential Life or a designee in consultation with police personnel.
- E. Building evacuation decision making and evacuation processes are as follows:
1. The Chief of OSUIT Police (or designee) will normally reserve the final decision for evacuation. However, if time and conditions permit, the decision for mandatory evacuation will generally be in the form of a mutual agreement between the university official in charge of the program located in the building at the time and the Chief of OSUIT Police or designee. This decision will be based upon an evaluation of the credibility of the threat and the feasibility of reasonably notifying persons in the area of the threat.
 - a. Evacuation will be accomplished room-to-room by word-of-mouth conducted by the OSUIT Police, in collaboration with the public information officer.
 - b. All evacuated persons should be moved a reasonable distance away from the evacuated area, and their name and other identification recorded; then, relocated to Covelle Hall pending investigation or dismissal by the Chief of OSUIT Police.
 - c. Staff evacuated should proceed to a pre-designated office or conference room in a nearby unaffected building and notify their unit of their new location.
 2. If practical, Police officials will search the building exits for any evidence of a bomb before an evacuation decision is made. If the building is evacuated, a more extensive search will be conducted before persons are allowed to return to the building.
 3. Should any device resembling a bomb be found, the building or the affected area of the building will be evacuated and/or remain evacuated while steps to dispose of the suspected device are taken.
- 2.04 Suspicious Devices: Should any container be observed that is suspected to contain or concealing a bomb or explosives,
- A. DO NOT TOUCH, OR ATTEMPT TO OPEN OR MOVE THE CONTAINER!
 - B. Take immediate action to contact OSUIT Police by dialing the Campus Operator or at "0" or 918-293-4678.
 - C. Take action to secure a safe space around the container, warning others from the area.

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D. Other appropriate notifications will be made from the police headquarters. Police officers will report to the location of the suspicious device and will prepare to assist in possible evacuations.

- 2.05 Letter Bombs: Should a person receive a letter or package which is suspected to be an explosive device, no attempt to open the package should be made. Instead, the area should be evacuated within 15 feet of the parcel and the OSUIT Police should be notified immediately.

A review of letter bombing incidents from around the nation reveals certain recognition factors that may indicate when a package contains an explosive or destructive device. OSUIT Police should be contacted for in-house training of unit staff on the recognition and handling of suspect packages.

- 2.06 In preparation for bomb threats or suspicious devices, every unit is encouraged to implement the items listed in A, B, C, and D below:

A. Address the possibility of a bomb threat or suspicious packages or devices in staff meetings, class meetings, and include expectations in the class syllabus.

B. Review the building evacuation plan. Discuss:

1. Instructions for closing the unit.
2. Instructions to assemble at a pre-designated location and time at a reasonable distance from the affected area, and account for all persons.
3. What, if any, university or personal property or items that should be removed from the building.
4. Importance of locking the outer doors of the unit.
5. Instructions for staff to quickly review assigned space for any suspicious objects.
 - a. Reviews should be quick visual checks.
 - b. Do not handle any suspicious objects.
 - c. Be prepared to notify police of the exact location of any suspicious object sighted.

C. Communication is essential in a bomb threat.

1. Advise everyone in the area of what is occurring.
2. Remember to check restrooms, file rooms, and other out-of-the way places to ensure all persons are notified.

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3. At assembly point, discuss any suspicious persons, parcels, or activities observed recently. Notify police of any relevant information.

D. Prepare for future evacuations.

1. Clean your workspaces and dispose of unused objects.
2. Remove empty boxes and containers.
3. Know what is in every container and label them.

E. Evacuation practice drills will be conducted on a regular basis.

2.07 Media Information:

- A. The local media will be interested in reporting the story. Please refer all media inquiries to the Public Information Officer, Executive Vice President, or to the Chief of OSUIT Police.
- B. It is believed that the more publicity a bomb threat receives, the more likely repeat threats will be received.
- C. It is essential that all news releases be made by one person. All other persons should be instructed not to discuss the details with the media unless requested by the Executive Vice President.
- D. The Executive Vice President will coordinate the manner and sources of media dissemination for the benefit of evacuees, faculty, staff, students, visitors, and parents of students.

2.08 Under normal conditions, this policy will prevail. However, under exigent conditions, variations may occur.

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APPENDIX A

ENSURE THAT PERSONS ANSWERING INCOMING PHONE CALLS REVIEW AND HAVE THIS FORM AVAILABLE.

BOMB THREAT CHECKLIST

Exact time of call: _____ Number on Telephone Display: _____
Telephone number of person calling this phone immediately before and after the threatening call:

Exact words of caller (complete this section immediately!) _____

Try to keep caller on phone. You might:

- Pretend you didn't understand the message
- Ask the caller to repeat the message
- Ask the caller if they will help you avoid injuries and death

Try to obtain the following information, not necessarily in order listed:

1. When is bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. Where do you live? _____
10. What is your name? _____

Did the caller's voice sound... (mark all applicable)

- ☐ Male ☐ Female
- ☐ Calm/Normal ☐ Disguised ☐ Sincere ☐ Slurred
- ☐ Stutter/Lisp ☐ Slow ☐ Crying ☐ Broken ☐ Female
- ☐ Giggling ☐ Deep ☐ Loud ☐ Rapid ☐ International
- ☐ Stressed ☐ Accent ☐ Angry ☐ Excited

If voice is familiar, who did it sound like? _____

Were there any background noises? _____

Remarks:

Person receiving call: _____, Title _____

Telephone number, location where received _____

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APPENDIX B

BOMB THREAT/EVACUATION CHECKLIST

- _____ Have you reviewed the university policy with your staff?
- _____ Have you briefed your staff and students about bomb threat procedures and plan?
- _____ Does your staff know where to report if a building is evacuated?
- _____ Have you provided a location or phone number to report to for further instructions, if in evacuations of extended duration?
- _____ Have you developed a plan for quickly closing the unit?
- _____ Do you have a pre-designated assembly point and time for staff and students? (For example: Covelle Hall, 15 minutes after evacuation.)
- _____ Does everyone know what important items (if any) to take with them if evacuated, and to plan for an extended evacuation?
- _____ Has a person been designated who will be responsible for turning off electrical devices and equipment, and making the final evacuation check and closing doors in the evacuation area?
- _____ Has someone been assigned to secure cash, lock safes, secure critical storage areas, etc.?
- _____ Instruct staff to survey their assigned space for any suspicious objects and what they should be aware of and look for. The survey should be quick, visual checks. No suspicious objects should be moved. Be prepared to notify police of the exact location of any suspicious object(s).
- _____ Students in classrooms should be instructed to 1) move quickly; and 2) take all personal belongings.
- _____ Residents of residence halls should be instructed to plan for a possible extended evacuation. They should quickly take personal items (purses, wallets, books, and book bags, etc.) and lock the door upon departure. Appropriate dress for weather conditions must also be considered.
- _____ Designate someone who will be responsible for checking restrooms, file rooms, and other out-of-the-way places to ensure all persons are notified. If a residence hall is involved, enter each room to ensure persons are awake and alerted to the evacuation.
- _____ Prepare for a threat by clearing the workspace of unused materials, objects, and boxes.
- _____ Know what is in every container, and label them.