

# **BOMB THREAT MANAGEMENT PROCEDURES**

## PURPOSE

The receipt of a bomb threat message--bomb threat checklist can be printed from <http://police.wvu.edu/Bombthreatchecklist.pdf> --or the discovery of a suspicious object shall be handled per this procedure to ensure the safety of University employees, students, and visitors.

## SCOPE

These procedures apply to all University employees, students, and visitors.

## PROCEDURES AND RESPONSIBILITIES

Suspicious objects shall be reported immediately to University Police (3-3136), who will assume the responsibility for dealing with such objects and will advise the senior administrator or designee when the building is considered safe.

In the event of a bomb threat message, a University Police Officer will contact one of three predesignated administrators in the building. The Police Officer will recommend a course of action and then the building administrator will make the decision whether to evacuate (in predetermined order based on person's availability).

If evacuation is required, then a call-down pyramid will be utilized to alert all affected areas. People listed on the call-down pyramid shall notify persons in their area by walking through and informing everyone. Gathering places at least 300 feet from the building and vehicles will be determined in advance by the Building Safety Committee. Egress to these gathering places shall not be through a parking garage or parking lot, where practical. If time is critical, the quickest way out is the best option.

Floor captains will be designated by the Building Safety Committee and will be responsible for the specific evacuation plan for their areas. These captains will also be responsible for ascertaining whether anyone is missing after an evacuation and notifying law enforcement personnel on the scene.

Two-way radios and cell phones should not be used inside the building, **nor should the fire alarm be pulled unless an immediate detonation is expected.**

To assist the Police and Fire Department investigators, and since employees are most familiar with their own areas, a red tag system will be established. The Building Safety Committee shall obtain red tags to distribute to employees, who will stick these tags outside individual areas about two feet from the floor after checking for suspicious articles to indicate that their area is normal.

Details of the above evacuation plan will be established by the Building Safety Committee, and it shall be the responsibility of the Building Supervisor to ascertain that all elements are in place and kept up to date.

## **CHECK LIST FOR BOMB THREAT PREPAREDNESS**

The following will be established by the Building Safety Committee, and the Building Supervisor will be responsible for ensuring that all elements are kept up to date. A complete plan will include the following elements:

1. 1. Three administrators in ranking order, name and phone number, who will be called by the Department of Public Safety. The first available will make the decision, based on Public Safety and Fire Department recommendations, whether to evacuate in the event of a bomb threat. These administrators will also make the decision of how often to hold evacuation drills.
2. 2. Call down pyramid of people (and a backup for each) and phone numbers to contact who will walk through their areas and announce the evacuation. These people must be at their desks throughout the day.
3. 3. Gathering place 300 feet from the building and vehicles, which does not necessitate egress through a parking garage or parking lot to reach.
4. 4. Floor or area captains to assemble personnel from their area and ascertain whether anyone is missing following an evacuation.
5. 5. Red tags for all employees and publication of the red tag procedure to show Police and Fire personnel which areas have been searched. Suggest the use of Redi-Tags Page Flags.
6. 6. Plan for evacuation of the disabled and other ADA issues particular to the building.