BOMB THREATS:
Do not attempt to touch, move, or investigate any suspicious or unusual objects. Report any suspicious packages, bags or boxes to Vernon College police.

Phoned in Threats:

• Notify the switchboard by dialing “0” to notify campus police.
• Start evacuation procedures and notify campus police.
• Campus police will notify local law enforcement.
• Notify Dean of Student Services and Dean of Instructional Services.
• Assemble campus counselors to inform of situation.
• Begin a search of building and grounds by local law enforcement and campus police.
• Re-enter building only after advised to do so by police.
• Prepare fact sheet for administration to issue a media statement.
• College administrators will debrief staff.
When threatening call is received, attempt to learn the following:

- When is the bomb set to go off?
- What is the explosive?
- What does it look like?
- Where in the building is it? Did you place the bomb?
- Why was it set? Where are you calling from? What is your name?
- What does the voice sound like (man, woman, child, accents, etc.)?
- Were there any identifiable sounds in the background?
- Exact wording of threat.