



BOMB THREAT RESPONSE GUIDE

Bomb threats should always be taken seriously. Such threats may be made via emails, text, handwritten notes, or most often, by phone. How quickly and safely one reacts to a bomb threat could save lives. The two most important things to remember in every bomb threat are to:

- Stay calm;
- Call, or have someone call the Vernon College Police Department.

If a threat is made via email, do not delete the message, rather leave it up on the screen and contact the Vernon College Police Department.

Handwritten bomb threats should immediately (upon discovery) be turned over to the Vernon College Police Department.

If a bomb threat is made via the phone, a different course of action should be taken.

- Keep the caller on the line as long as possible. Be polite and show interest to keep them talking.
- DO NOT HANG UP, even if the caller does. Leave the line open until police tell you otherwise.
- If possible, signal or pass a note to other staff to listen and help notify authorities.
- Write down as much information as possible- caller ID number, exact wording of threat, type of voice or behavior, etc. – that will aid in an investigation.
- Record the call, if possible.
- Fill out the Bomb Threat Checklist if possible.

Decision to Evacuate

The decision to evacuate a Vernon College Facility shall be made after a thorough evaluation of the information available, including but not limited to:

- Nature and circumstances related to the threat.
- Specificity of location and time of detonation.
- Discovery of a device or unusual package, luggage, etc.

For additional bomb threat guidance reference information is accessible through the United States Department of Homeland Security at:

<https://www.cisa.gov/sites/default/files/publications/Bomb-Threat-Guidance-Quad-Fold.pdf>

