

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 Vernon College Police.
- Start evacuation procedures and notify Vernon College Police.
- Vernon College Police will notify local law enforcement.
- Notify Dean of Student Services and VP of Instructional Services.
- Assemble counselors to inform of situation.
- Begin a search of building and grounds by local law enforcement and Vernon College 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.

BOMB THREATS

<p>Century City Center Bomb Threat</p> <p><u>YOU SHOULD:</u></p> <ul style="list-style-type: none"> Determine as many details from caller as possible Call Switchboard Operator (Dial 0) <p><u>SWITCHBOARD OPERATOR WILL:</u></p> <ul style="list-style-type: none"> Notify: 911 Vernon College Police Facility Manager Dean of Student Services VP of Instructional Services <p><u>ADMINISTRATIVE STAFF OR VERNON COLLEGE POLICE WILL:</u></p> <ul style="list-style-type: none"> Activate the EMERGENCY NOTIFICATION SYSTEM 	<p>Skills Training Center Bomb Threat</p> <p><u>YOU SHOULD:</u></p> <ul style="list-style-type: none"> Determine as many details from caller as possible Call Switchboard Operator (Dial 0) <p><u>SWITCHBOARD OPERATOR WILL:</u></p> <ul style="list-style-type: none"> Notify: 911 Vernon College Police Site Manager Dean of Student Services VP of Instructional Services <p><u>ADMINISTRATIVE STAFF OR VERNON COLLEGE POLICE WILL:</u></p> <ul style="list-style-type: none"> Activate the EMERGENCY NOTIFICATION SYSTEM 	<p>Vernon Campus Bomb Threat</p> <p><u>YOU SHOULD:</u></p> <ul style="list-style-type: none"> Determine as many details from caller as possible Call Switchboard Operator (Dial 0) <p><u>SWITCHBOARD OPERATOR WILL:</u></p> <ul style="list-style-type: none"> Notify: 911 Vernon College Police Director of Physical Plant Dean of Student Services VP of Instructional Services <p><u>ADMINISTRATIVE STAFF OR VERNON COLLEGE POLICE WILL:</u></p> <ul style="list-style-type: none"> Activate the EMERGENCY NOTIFICATION SYSTEM
---	--	---