



Title: Bomb Threat Procedure
Department: REMS
Functional Area: Emergency Management

Bomb Threat Procedure

ORIGINATING DATE

21 September 22

REVISION DATES

21 October 22

CUSTOMER CATEGORY

Employees, Students and Visitors

PURPOSE

Provide guidance and response strategies on bomb threats to the campus community promoting university-wide competency, preparedness, readiness and safety.

KEY TERMINOLOGY

Bomb Threat: A bomb threat is generally defined as a threat to detonate an explosive or incendiary device to cause property damage, death or injuries, whether or not such a device actually exists.

Evacuate: Evacuate is an action that is called when there is a need to move people from one location to another. Evacuate is called as, "Evacuate! To a Location."

Hold: Hold is an action that is called when there is a situation requiring people to remain in their rooms or areas in a building for short periods of time. Hold is called as, "Hold in Your Room or Area. Clear the Halls."

Standard Response Protocol (SRP): A method to communicate and respond to emergencies through the use of standardized actions to include HOLD-SECURE-LOCKDOWN-EVACUATE-SHELTER.

PREREQUISITES

- 1.1. Make available bomb threat training to the campus community reinforcing principles of this procedure to all participants.
- 1.2. Ensure SRP awareness and training resources are available to the campus community through SRP posters, SRP one-pagers, the SRP website, SRP videos and other channels.
- 1.3. Encourage members of the campus community to participate in the OT Alert program, and to actively monitor all incoming messages.



Title: Bomb Threat Procedure
Department: REMS
Functional Area: Emergency Management

- 1.4. Conduct bomb threat drills to test this procedure, related systems and training with the intent to build university-wide competency in responding to a bomb threat.

SRP ACTIONS

Oregon Tech has adopted the I Love U Guys Foundation's SRP to standardize how it communicates and responds to emergencies impacting its campuses and people. The SRP supplements the university's emergency procedures by providing consistent, clear, shared language and actions that the campus community and first responders can apply during any emergency. Through this approach, members of the campus community will utilize the SRP actions of HOLD-SECURE-LOCKDOWN-EVACUATE-SHELTER to define their decisions during crisis.

In the case of a bomb threat the following SRP actions may apply based on the circumstances of the event:

- 2.1. During the initial phase of a bomb threat, there may be a **need to control movement** in the building and/or area in this scenario implement the **Hold Procedure: "Hold in Your Room or Area. Clear the Halls."**
- 2.2. If through investigation it is determined the **bomb threat is not credible** implement the **Hold Release Procedure: "The Hold is Released. All Clear."**
- 2.3. If through investigation it is determined that the **bomb threat is credible** implement the **Evacuation Procedure: "Evacuate! To a Location."**

PROCEDURE

Most bomb threats are received by phone. Bomb threats are considered serious until proven otherwise. Remain calm, and follow the Bomb Threat Procedure.

Statistically, a bomb threat that results in the recovery of or the detonation of an explosive device on universities within the United States is extremely low. Nationwide, the vast majority of these incidents are investigated and found to be a threat or hoax.

Threats of violence, especially ones which may use an explosive device, are taken seriously every time they are received. Such threats, even if they are only a hoax, are a major disruption to Oregon Tech and the campus community. The university will vigorously pursue any individual involved in these criminal acts and demand prosecution to the fullest extent of the law.

Below, you will find bomb threat response strategies. Since every incident varies, you should be flexible in determining which strategy works best in your specific situation. These safety guidelines are not all inclusive, but if understood, reviewed periodically and trained, they can increase your chances of effectively responding to a bomb threat.



Title: Bomb Threat Procedure
Department: REMS
Functional Area: Emergency Management

Response Strategies

3.1. General Bomb Threat Guidance

- Remain calm but act quickly to all bomb threats and/or suspicious items or packages.
- Notify your supervisor and immediate co-workers of a bomb threat and/or suspicious item or package so they can assist with following the Bomb Threat Procedure.
- Once a bomb threat has been received and/or suspicious item or package has been found do not use two-way radios or cell phones in the identified area or building as radio signals have the potential to detonate a bomb.
- Do not activate a building fire alarm system to achieve evacuation.
- Be prepared to be interviewed by Campus Safety or law enforcement, when possible maintain notes of your experience to aid you in recalling details of the event.

3.2. Bomb Threat In-Person

- Remain calm but act quickly.
- Under all circumstances employee, student and visitor safety is the priority, disengage from the situation when threatened.
- If possible, immediately alert your supervisor and co-workers to assist with contacting Campus Safety or law enforcement.

Note: In Klamath Falls immediately notify Campus Safety who will coordinate the response with law enforcement. All other locations, immediately notify law enforcement, then advise Campus Safety.

- Observe and note as many details as possible during the situation. If the perpetrator leaves before Campus Safety or law enforcement arrives note the physical description, type of attire, vehicle type if applicable and direction of travel.
- Await Campus Safety or law enforcement in a safe and secure space.

3.3. Bomb Threat by Phone

- Remain calm but act quickly.
- Don't hang up! If possible, send an email, write a note, send a text, do what you can to let someone else know.

Note: Often when bomb threats are received by phone the perpetrator is calling a number they know goes to a specific location, not a specific person. You may be the only person to receive a call about this incident.

- In Klamath Falls immediately notify Campus Safety who will coordinate the investigation with law enforcement. All other locations immediately notify law enforcement, then advise Campus Safety.
- Keep talking to the caller as long as possible, take notes and ask the following:
 - When is the bomb going to explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Did you place the bomb?
 - Why did you place the bomb (What is their reason)?
 - What is your name or who are you representing?
 - How can we contact you?
 - While talking to the caller listen for speech pattern, accent, background noise and other distinguishing characteristics.
- If the caller hangs up, do not hang up your phone leave it off the hook. Use another phone line to immediately notify Campus Safety or law enforcement.
- If the threat of an explosion is imminent or as directed by Campus Safety or law enforcement, evacuate the area or building, follow evacuation procedures.
- Once outside, move to a clear area that is at least 500 feet away from the affected area or building. Keep streets and walkways clear for emergency vehicles and crews.
- As soon as you are clear of the area or building, monitor OT Alert for guidance and information.
- Do not return to an evacuated area or building until you receive authorization from law enforcement or an OT Alert all clear message.



Title: Bomb Threat Procedure
Department: REMS
Functional Area: Emergency Management

3.4. Bomb Threat by Email, Letter or Note

- Remain calm but act quickly.
- Limit the handling of a letter or note and do not delete any emails.
- Whether in Klamath Falls or elsewhere immediately notify Campus Safety who will coordinate the investigation with law enforcement.
- Secure the letter or note until transferred to Campus Safety or law enforcement.
- Await instructions from Campus Safety or law enforcement.

3.5. Suspicious Item or Package

- Remain calm but act quickly.
- Do not touch, tamper or attempt to move the suspicious item or package.
- Secure the location of the suspicious item or package, leave the immediate area or building and caution others as you depart.
- In Klamath Falls immediately notify Campus Safety who will coordinate the investigation with law enforcement. All other locations immediately notify law enforcement, then advise Campus Safety.
- While investigating the suspicious item or package, Campus Safety or law enforcement may direct that a hold be in place restricting movement within the affected area or building until released by an all clear directive.
- If the threat of an explosion is imminent or as directed by Campus Safety or law enforcement, evacuate the area or building, follow evacuation procedures.
- Once outside, move to a clear area that is at least 500 feet away from the affected area or building. Keep streets and walkways clear for emergency personnel and vehicles.
- As soon as you are clear of the area or building, monitor OT Alert for guidance and information.
- Do not return to an evacuated area or building until you receive authorization from law enforcement or an OT Alert all clear message.



Title: Bomb Threat Procedure
Department: REMS
Functional Area: Emergency Management

RESULT

4.1. At the conclusion of a bomb threat the intended result is that Oregon Tech’s emergency procedures, systems and training have effectively protected members of the campus community from harm.

DocuSigned by:
Doug Tripp 10/21/2022
43F2092FF8F2479...

Douglas Tripp
Director - Resilience, Emergency Management and Safety

Date

Department Authority

DocuSigned by:
Erin Foley 10/21/2022
1A07201900F7442...

Erin Foley
Vice President – Student Affairs/Dean of Students

Date

Executive Authority