

# Bomb Threat

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DPSS in general does not recommend that buildings be evacuated as a result of bomb threats. This, however, does not preclude evacuation under certain circumstances. The decision to evacuate will be made based on consultation with DPS.

**Factors to be considered in a decision to evacuate include, but are not limited to:**

- The message received (urgency, exactness, plea, specific location within the building and any specific description of the device)
- Current conditions globally and nationally

**Updated**

June 21, 2011

**Source**

U-M Division of Public Safety & Security

**More Information**

<http://police.umich.edu/>

## **Prevention / Mitigation / Preparedness - Bomb Threat**

Keep all internal storage places, including custodial closets and student lockers, that may serve as hiding places for bombs secured at all times.

Minimize clutter in hallways and classrooms to y reduce places for concealment.

Establish a protocol for handling bomb threats in your building which involves prior consultation with DPS.

Have POCC handle utility shut-offs.

Designate alternate evacuation routes in case primary routes are blocked or unusable due to security concerns.

Designate primary and alternate assembly areas.

Ensure all staff answering phones are trained on proper call intake procedures and use the DPS Bomb Threat Data sheet (available on Office of Emergency Preparedness website under the Resources tab)

## Response - Bomb Threat

If you receive or discover a bomb threat, IMMEDIATELY DIAL 911 TO REPORT IT TO DPS.

### Telephone threat

Use DPSS Bomb Threat Data sheet (available on Office of Emergency Preparedness website under the Resources tab)

- Signal another staff member to listen, if possible.
- Keep the caller on the line as long as possible. Ask the caller to repeat their message and record what is said.

### Electronic threat (Email, Social Media, Blogs)

- Leave the e-mail message open on the computer until assistance arrives.
- Print the message.
- Save the e-mail.

### Written threat

Do NOT handle the item.

On a separate piece of paper record:

- Where the item was found
- The date and time you found the item
- Any situations or conditions surrounding the discovery
- Any other person you are aware of who saw the threat
- If threat is on a large object, such as a wall, secure the location and prevent area entry.

### Verbal threat

Only attempt to detain the person making the threat if it is safe for you to do so.

If person leaves, note direction of travel.

Note the description of the person who made the threat:

- Name, if you know them
- Sex, Skin color, Facial Features
- Type and color of clothing
- Height & weight (approximate)
- Hair color
- Distinguishing features
- Write down the threat exactly as it was communicated to you:
- Who made the threat
- The date and time of the threat

- Where the person who made the threat is now
- For rumors, write down known information

### **In the event of evacuation**

- Determine which evacuation routes and assembly areas to use, staying away from the threat area.
- When the evacuation order is given, inform faculty, staff and students to proceed to appropriate assembly area.
- Remain out of the area until DPS advises “all clear”.

## **Recovery – Bomb Threat**

Counseling and Psychological Services (CAPS): <http://www.umich.edu/~caps/>

Dean of Students Office (DOFS): <http://umich.edu/~dofs/>

Psychological Clinic: <http://www.psychclinic.org/>

Faculty and Staff Assistance Program (FASAP): <http://www.umich.edu/~fasap/>