



**Methodist College**  
UnityPoint Health

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Section: A

Policy #: A-81

Approval:

*Dr. K. Q. A. J.*

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**SUBJECT: Bomb Threat Procedures**

**I. Policy:**

To establish guidelines for employees to follow if a bomb threat is received.

**II. General Information:**

Faculty and staff play a major part in the bomb threat plan because they are better acquainted with their areas than anyone else and can locate suspicious objects in the least possible time. Good housekeeping is a must. All packages, boxes and materials should be kept in their proper place. This will make it easier to identify an object that does not belong in the department

**III. Procedures:**

a. If a bomb threat phone call is received:

1. During or immediately after the call, call 911.
2. Note as much information as possible.
3. Prolong the conversation as much as possible.
4. Be alert for distinguishing background noises, such as music and videos
5. Note distinguishing voice characteristics.
6. Ask where the bomb will explode, and at what time.
7. Note if the caller indicates knowledge of a facility by their description of locations.
8. Try to determine why the caller has placed a bomb.

b. If a bomb threat E-mail is received:

1. Do not delete the message.
2. Do not respond to the message by E-mail or other means.
3. Call 911.
4. Police will come to your computer location to secure your computer.
5. Tight security must be maintained in the area until the search is completed to the satisfaction of the President, HR director and local authorities.

c. **ACT QUICKLY, BUT CALMLY**—Do not broadcast suspicion of a bomb in the building. Inform your staff discreetly that security and police have been notified and that the threat may be a hoax but the department will be checked for unusual objects. Security with assistance of department personnel will secure the area by not allowing anyone to enter or exit until search is complete.

d. If what appears to be a bomb is found by staff, mark the area, **DO NOT TOUCH IT!** Clear the immediate area of people and notify Police. The area will be placed in a lockdown status.

- e. The evacuation of an area will not normally occur unless an unidentified object or device is located. The order to evacuate will be given by the President and or HR Director, after consultation with Peoria Police Bomb Squad Commander. Evacuation Plan will be announced.