

Delgado
COMMUNITY COLLEGE
EMERGENCY PLAN
for
BOMB THREAT

This plan outlines the responsibilities of EMPLOYEES, SUPERVISORS, DEPARTMENT HEAD/BUILDING MANAGERS during bomb threat incidents.

EMPLOYEE RESPONSIBILITIES

If you are an employee who receives a threat over the telephone, note the exact time of the call and the exact words said by the caller. When possible, employees are encouraged to use the [Department of Homeland Security Bomb Threat Procedures and Checklist](#) as a guide to document the call.

- Listen carefully to the details of the threat and try to keep the caller talking until you are able to obtain the answers to the following questions:
 1. When will the bomb explode?
 2. Where is it located?
 3. What does it look like?
 4. What kind of bomb is it?
 5. What will cause it to explode?
 6. Did you place the bomb?
 7. Why?
 8. Where are you calling from?
 9. What is your address?
 10. What is your name?
- Write down whether the caller is male or female, what age they sound like, any voice characteristics the caller may have (lisp, stuttering, accents, disguised, etc.), and any background noise you may hear.
- If you have a display telephone, write down what appears on the digital display.
- When the caller hangs up, **call Delgado Campus Police Emergency Dispatch at 504-671-6111 or 504-818-6254**. Tell the Dispatcher that you have just received a bomb threat and provide all the information you received from the caller and your observations. Be sure to give the Dispatcher your name, office location, and telephone extension number.

For more information, see [Delgado's Emergency Planning, Response and Recovery Policy](#)

- Stay on the phone with the Dispatcher until he or she releases you from the call.
- After you have contacted Campus Police, inform your supervisor about the call. Tell the supervisor that you have called police and security and they are in route to the location threatened by the bomb. ***If the area threatened is your area, remain calm and stay where you are until police and security arrive at the scene.***
- If requested to leave your area or building, look around your work area as you leave. Look for any suspicious packages or bags. If you see something that does not belong, DO NOT TOUCH. Follow your department evacuation procedure and inform the police or security officer outside the building about the suspicious article you saw and the exact location.
- Follow all instructions given to you by Campus Police. Do not re-enter the building or area until you are told that you can.

DEPARTMENT HEAD/ BUILDING MANAGER RESPONSIBILITIES

When you are informed that your department or building has received a bomb threat, you should do the following:

1. Make sure that Campus Police has been notified. If they haven't been notified, **call Delgado Campus Police Emergency Dispatch at 504-671-6111 or 504-818-6254** and provide the following information:
 - Who received the bomb threat? (Officers will want to talk to with the person who received the original call).
 - The exact time the threat came in.
 - What department or area was threatened.
2. Have all personnel in your area look around to determine whether they see anything unusual or different such as a box or bag that does not belong in their work area. DO NOT TOUCH ANY ITEM THAT IS NOT IDENTIFIABLE TO YOUR WORK AREA. If you find anything, contact Police Dispatch immediately 504-671-6111 or 504-818-6254 and provide the following information:
 - Your name and phone number;
 - Your location;
 - The location of the suspicious item;
 - Description of the item (shape, size, color, etc.).
3. ***Secure the area around the item by asking all persons to leave the area or room. Do not re-enter until emergency personnel arrive.***

For more information, see [Delgado's Emergency Planning, Response and Recovery Policy](#)

4. Evacuate only if directed by the Chief of Campus Police, the supervisor, the College Chancellor, or appropriate Vice Chancellor or Dean. DCCPD **Supervisors have the authority to evacuate any area or building if they determine that there is an immediate threat to life and/or property.**
5. **Follow your departmental evacuation procedures.**
6. If directed to evacuate, assist police, security, or fire personnel to secure facilities to insure the safety of all staff and students.
7. *Do not pull the fire alarm.* Emergency personnel may activate the fire alarm system to assist in evacuation, but only after they evaluate the circumstances and location of the threat.
8. *Provide calm leadership for colleagues.* Speak slowly and distinctly when giving instructions. The main consideration is a safe and orderly evacuation of the area or building until it is found to be safe to re-enter.

Attachment:

[U.S. Department of Homeland Security Bomb Threat Procedures and Checklist](#)

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call [Delgado Campus Police Dispatch at 504-671-6111 or 504-818-6254](#)
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call [Delgado Campus Police Dispatch at 504-671-6111 or 504-818-6254](#)
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

*** Refer to your local bomb threat emergency response plan for evacuation criteria**

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov



Homeland Security

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BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

• Where is the bomb located?
(building, floor, room, etc.)

• When will it go off?

• What does it look like?

• What kind of bomb is it?

• What will make it explode?

• Did you place the bomb? Yes No

• Why?

• What is your name?

Exact Words of Threat:

Information About Caller:

• Where is the caller located? (background/level of noise)

• Estimated age:

• Is voice familiar? If so, who does it sound like?

• Other points:

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Stunned		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other information: