

UNIVERSITY OF TOLEDO

students in the event of a credible bomb threat and/or threat of explosion.

PURPOSE OF PROCEDURE

To provide guidelines designed to facilitate optimum response in the event of a bomb threat and/or suspicious object.

PROCEDURE

I. RECEIPT OF THREAT

A bomb threat shall be known as a ~~Code B~~ **Code B**

In the event a bomb threat is received through a telephone call, the person receiving the call should:

- x Keep calm.
- x Obtain a copy of the ~~Bomb Threat Checklist~~ **Bomb Threat Checklist**
- x Note and write down the extension/phone number of incoming call if displayed.
- x Note the time of the call.
- x Note exact words of caller, ask when the bomb is due to go off, where it is located, and what the device looks like. Keep the caller on the phone as long as possible.
- x Note description of the voice, age, sex, and ~~cleanliness of~~ **cleanliness of** background noise.
- x Call 911 and report the threat.

The person receiving the information should complete the Bomb Threat Checklist ~~if possible~~. This check list should be retained and given to the University Police Officer when they arrive.

II. GENERAL RULES WHEN SUSPICIOUS OBJECT FOUND

1. In the event a ~~suspicious~~ **suspicious** condition is found, call 911.

2. Remain alert to

- x items with excessive postage
- x items with excessive weight
- x items with excessive tape or string
- x no return address
- x oily stains/discolorations on package

3. DO NOT

- x Attempt to touch or move a suspicious object
- x Remove or permit anyone else to remove materials which may aid in the investigation of the crime

III. NOTIFICATION

A. Switchboard

If the building involved is a clinical building, upon notification by the Police or HSC Security, the switchboard operator on duty shall notify the following:

- x House Supervisor
- x Environmental Health and Radiation Safety Staff

IV. CONTROL AND COORDINATION OF RESPONSE

A. Authority

1. The UT Police Officer on duty

GUIDELINES FOR SITE CLINICS AND BUILDINGS

When a suspicious object is discovered, call 911. You may evacuate the building if you feel that action is warranted.

All other procedures as described throughout this policy will herein be followed.

VI. ALL CLEAR

UT Police (or jurisdiction with authority) shall declare the "all clear"

The switchboard operator will then notify all of those notified in section III A of this policy.

In addition, the Telephone Services operator shall announce over the public address system for the affected building: ATTENTION ALL PERSONNEL: CODE BLACK IS NOW COMPLETE. This announcement shall be repeated three (3) times.

Source: UTSafety & Health Committee

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