

BOMB THREAT RECORD + CHECKLIST

Date: _____ Time: _____

Time Caller Hung Up: _____

Phone Number Where Call/Threat Was Received: _____

QUESTIONS TO ASK?

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? _____

Who placed the bomb? _____

What is your name? _____

Why was the bomb placed? _____

EXACT WORDS OF THREAT

INFORMATION ABOUT THE CALLER

Where is caller located? _____

Male Female

Accent: _____

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

Background Noise: Street Noises Airport Noises Office Noises PA System Clear

Static Conversation Music Motor Other

Caller's Voice: Angry Calm Coughing Crying Deep Breathing

Disguised Excited Laughter Lisp Loud

Nasal Normal Rapid Raspy Slow

Slurred Soft Stutter Other

Threat Language: Incoherent Message Read Taped Irrational Profane

Well-Spoken Other

PERSON TAKING CALL

Name _____ Phone _____ Agency _____



EMERGENCY RESPONSE REFERENCE GUIDE

Reference Guide

EMERGENCY RESPONSE GUIDELINES

| EMERGENCY LOCKDOWN | ACTIVE SHOOTING INCIDENT | BOMB THREAT | HAZARDOUS MATERIAL INCIDENT | MEDICAL EMERGENCY | ELEVATOR FAILURE | SEVERE WEATHER |
|--------------------|--------------------------|-------------|-----------------------------|-------------------|------------------|----------------|
|--------------------|--------------------------|-------------|-----------------------------|-------------------|------------------|----------------|

A hostile intruder and violent attack situations have emerged as serious threats. In these situations, a lockdown of facilities may be necessary to protect the campus population.

- Immediately notify Kalamazoo Valley Public Safety by picking up a red (interior) or blue (exterior) phone.
- Notify persons in the area of an Emergency Lockdown situation
- Direct people to a safe and secure area in close proximity to their current location.
- Secure doors to work areas and or classrooms in assigned areas of responsibility.
- Follow all directions from Public Safety Command Personnel. This is a serious situation; following direction quickly is important.
- Maintain lockdown status until notified by appropriate Public Safety authority that the emergency condition no longer exists.
- Inspect work area for damage from the violence as necessary as conditions permit.
- Coordinate with Public Safety start up procedures as necessary.

Active Shooting incident check list:

- Report your specific location, building name, and office room number to Public Safety 488.4575 by picking up a red (interior) or blue (exterior) phone.
- Number of people at your specific location, injuries numbers, and types of injuries to Public Safety 488.4575
- Assaultants - location, number of suspects, race, gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooter's identity if known.
- Lock and barricade doors, turn off lights, close blinds, block windows, and turn off radios and computer monitors.
- Keep occupants calm, quiet, and out of sight.
- Keep yourself out of sight, and take adequate cover protection (behind walls, desks, filing cabinets).
- Silence all cell phones.
- Do not leave any secured or unsecured areas unless directed by Public Safety. Public Safety will lead all evacuation.
- All rescue attempts will be coordinated by Public Safety.
- Public Safety will notify everyone when the incident is over and coordinate all evacuation, medical care, and follow up investigations.

If you receive a bomb threat follow the checklist:

- If you receive a bomb threat, remain calm. Keep the person talking as long as possible.
- Get as much information as possible. Ask specific questions as indicated on the bomb threat checklist.
- Do not hang up the phone. Use another phone to call Public Safety 488.4575 by picking up a red (interior) or blue (exterior) phone.
- Do not use cell phones or two way radios as these may set off bombs.
- Public Safety will determine if an evacuation will be conducted.
- Under no circumstances should an untrained faculty or staff member attempt to locate or move a suspicious device or package.

FIRE + EXPLOSION

If you discover a fire or explosion follow the checklist:

- Pull the nearest Fire Alarm. Move towards nearest exit.
- Call Public Safety 488.4575 if possible by picking up a red (interior) or blue (exterior) phone.
- Secure your area, lock fire files, and close windows and doors.
- Evacuate the building at the nearest exit, and take all personal belongings. Exit the building and go past the light poles with the green stripe or 100' away from the building.
- Wait for "All Clear" signal over the Emergency Response Team.

If you discover a Hazardous Material incident follow the checklist:

- Any spill of hazardous substance shall be reported to Public Safety 488.4575, by picking up a red (interior) or blue (exterior) phone.
- Public Safety will notify the proper agency for follow up.
- Notify persons of the protective actions they are to take.
- Check work areas to ensure that everyone has received instructions.
- Ensure that non duplicated vital records located within the unit are preserved.
- Coordinate unit shut down procedures as necessary.
- If protective sheltering is recommended by Public Safety, direct personnel to close all windows and doors and to remain indoors until it is safe to go outside.

- If evacuation is recommended, direct persons to the nearest exit and safely away from the building past the green striped light poles.
- When reporting be as specific as possible about the nature of the material.
 - How much spilled.
 - If there are injuries, how many.
 - Location of incident and injuries.
- After Public Safety gives the order, coordinate unit start up procedures as necessary.

If you discover a medical emergency follow the check list:

- Call Public Safety 488.4575 to respond and assist with the medical problem.
- Call 9911 from any college phone if it is potentially life threatening or by picking up a red (interior) or blue (exterior) phone.
- Do not move the person unless he or she is in danger.
- Render first aid if qualified.
- Wear protective gloves and avoid contact with potentially infectious bodily fluids.
- If you are exposed to bodily fluids, notify Public Safety personnel.

CRIME IN PROGRESS

If you discover a crime in progress, follow the checklist:

- Do not attempt to apprehend or interfere with a crime in progress except in self defense.
- Be a good witness, and try to get a detailed description of the suspect.
- If a vehicle is used, try to get a detailed description of the vehicle.
- Call Public Safety as soon as possible with all the information 488.4575 by picking up a red (interior) or blue (exterior) phone.
- Render first aid if qualified to any injured victims.
- Remain on the scene until contact is made with a Public Safety officer.
- If you are notified of an emergency, cooperate with Public Safety and evacuate as requested.

If you become trapped or hear of someone trapped in an elevator follow the check list:

- If you become trapped in an elevator, use the emergency phone to communicate to Public Safety Department, If you have cell phone call Public Safety 488.4575
- When you contact Public Safety, advise them the name of the building, location within the building, where the elevator car is stopped, and if a medical emergency exists.
- If the phone in the elevator does not work, push the alarm button until you hear help is on the way.
- Remain calm, and try to calm others.
- DO NOT attempt to exit the car unless directed to and assisted by Public Safety personnel.
- DO NOT try to force open the elevator door.
- DO NOT try to exit the elevator through the service hatch.
- Elevators have mechanical safety brakes that will operate in all situations even during power failure.

CRISIS RESPONSE TEAM / CRT

- This team can be activated when needed for in house crisis response.
- Following a sudden tragedy or loss of life, follow the CRT checklist.
- Consult and coordinate all interventions following tragedy.
- Assist in the ID of at risk students or other individuals.
- Provide assessment and crisis intervention.
- Provide post event evaluation.
- Call outside resources as needed.
- Prepare communication about incident.
- Site Administrator will be student relations coordinator and head of the CRT Team.
- Arrange for group and one on one intervention.
- Provide small group or individual meetings for concerned parents and family and members of other students or affected individuals.
- Evaluate the program effectiveness 2 weeks after the crisis and revise as needed.

If you are notified serious weather is approaching, follow the checklist:

TORNADO WARNING
Public Safety will issue notification if a severe weather/tornado warning is issued by the National Weather Service for the immediate area.

- Secure area, lock fire files, secure doors.
- Go directly to designated emergency shelter location; take personal belongings. All shelters are marked on evacuation maps and yellow signs below room number.
- Area leaders and Public Safety will assist in directing all students and visitors to nearest emergency shelters.
- Public Safety will activate the emergency alarm giving weather instructions to all occupants in the building.
- If major power outage occurs, stay calm. Remain in shelter area until further instructions from Public Safety.
- Wait in shelter area for "All Clear" signal over the Emergency Alarm System.
- SEVERE WINTER WEATHER**
Notify personnel of their early dismissal due to the weather conditions.
- Check work areas to ensure everyone has evacuated.
- Public Safety will maintain traffic and access control as necessary.

EVACUATION MEANS

- Immediately exit the building with your personal belongings, close doors, evacuate in groups, with your group provide assistance for those with physical disabilities, and do not use elevators.
- Leave in a safe, orderly manner and move away from the building at least 100' or behind light poles in parking lots with green stripes on them.
- Do not go back into the building for any reason until the order has been given to return.
- Call Public Safety 488.4575 by picking up a red (interior) or blue (exterior) phone.