

## **BOMB THREATS/SUSPICIOUS LETTERS AND PACKAGES**

### **Bomb Threats**

Bomb threats usually occur by telephone. The caller has a message to deliver and has chosen the telephone as the medium for this communication. Motives vary, as does the desired outcome. The most important thing to remember when a bomb threat is received is to take the caller seriously.

College Public Safety staff are trained to initially respond to bomb threat situations. In addition, they receive assistance from local fire and police authorities who are specially trained and equipped to conduct bomb searches and disposal as necessary. Local medical support is available to handle specific needs.

An employee receiving a telephone bomb threat should obtain as much information as possible (voice, accent, gender, mood, background noises, exact words used, who the caller represents and why the college is a target), then call Public Safety at Ext. 3270 or 601-857-3270. Give your name and location. Employees also should use the Bomb Threat checklist provided in the Internal Forms under the Portal.

Dissemination of any bomb threat information to students and employees will be at the direction of the District Emergency Management Coordinator.

### **Communications for Bomb Threat Events**

The District Emergency Management Coordinator, upon notification of a bomb threat against any college resource, will assess the credibility of the threat and will convene the District Incident Management Team (DIMIT).

The DIMIT will appropriately consider the following:

1. Evacuation of affected facilities;
2. Closure of the affected campus;

3. Requests for outside assistance; and/or
4. Communications via the Public Information Officer.

### **Bomb Threats Action Steps:**

1. Remain calm.
2. Try to obtain as much information as possible from the caller by using the Bomb Threat Checklist below.
3. While on the phone with the caller, have someone contact Public Safety immediately at Ext. 3270 or 601-857-3270. Give your name, location and telephone number.
4. Inform your supervisor or manager.
5. If told to evacuate by campus authorities, follow evacuation procedures.
6. If a suspicious object is observed, report it to a Public Safety officer. *Do not touch or move it.*
7. Do not spread rumors.

### **BOMB THREAT CALL CHECKLIST:**

- |                                   |  |
|-----------------------------------|--|
| 1. When will the bomb explode?    | 7. Why?  |
| 2. Where is the bomb now?         | 8. What is your address?   |
| 3. What does the bomb look like?  | 9. What is your name?  |
| 4. What kind of bomb is it?       | 10. Sex of caller: Male or Female  |
| 5. What will cause it to explode? | Age_____ Race_____ Length of call_____                                     |
| 6. Did you place the bomb?        | Tell the caller to contact 911 to report the bomb. This may allow a trace. |

### **Suspicious Letters and Packages**

Be aware that suspicious letters and packages. If you receive a letter or a package whose external appearance is somehow suspect—for example, it has a powdery

residue or oily stains or discolorations on it, or the postmark city is different from the return address city—follow these steps:

- A. DO NOT OPEN IT.
- B. If possible, isolate the mailing and cover it with an item such as trash can to reduce possible contamination.
- C. Evacuate the immediate area and call Public Safety, providing information about the location of the item.
- D. Wash your hands with soap and water.
- E. Be prepared to provide Public Safety with the names of others who may have touched the letter or package.
- F. Follow any subsequent directives of Public Safety.

If you become aware only after opening it that the letter or package may pose a threat, follow steps B-F above.