

Bomb threats

In order to clarify university policy concerning actions to be taken if and when a bomb threat is received by any university office, the following procedure is to apply.

A. When a bomb threat call is received:

- 1) The person receiving the call should obtain as much of the following information as possible:
 - a) The location of the bomb.
 - b) The time the bomb is to go off.
 - c) The reason for the bomb threat call.
 - d) The description of the caller's voice.
 - e) Background noises.
- 2) The receiver should immediately dial "9-1-1" and report the bomb threat to the university police.

B. On receipt of information of a bomb threat call, the university police will take the following action:

- 1) Evaluate the call and other available information and decide if immediate evacuation is advisable.
- 2) Notify the building coordinator of the affected building of the bomb threat.
- 3) Personally interview the receiver of the bomb threat call.
- 4) Conduct an immediate search of the area in which the bomb is presumed to be.

C. Evacuation of facilities:

- 1) The decision as to whether a facility is to be evacuated because of a bomb threat is to be made by the senior police officer at the scene.
- 2) When in the professional judgment of the senior police officer at the scene there is a likelihood that a bomb does exist, the officer shall order the facility evacuated. If, on the other hand, this does not appear to be likely, the officer will order a search; and evacuation will be ordered only if the search indicates the likelihood of a bomb.
- 3) If a decision is made to evacuate, notice will be given to each office in the building by the police department with the assistance of other staff in the area.

- 4) If a building is evacuated, the university police department and other law enforcement agencies will assume responsibility to move people away from the building and secure all entrances. Western Michigan University staff may be asked to assist the police in keeping people from entering the building.
- 5) No building will be re-entered until the university police department so authorizes.

(Approved by vice president for business and finance March 29, 1971 and revised and reapproved March 1989)