SANTA BARBARA CITY COLLEGE

BOMB THREAT PROCEDURES

A. General Information

Mass panic can be one of the greatest dangers to personnel. Staff members should remember that in times of stress, students, faculty and classified staff will look for leadership from those who are normally in an authoritative position. Particularly with bomb threats it is necessary to REMAIN CALM, size up the situation, and take action based on the known facts.

1. The majority of bomb threats are of the "crank call" variety, but cannot be ignored. Based on the experience of pertinent authorities, there is frequently a clue to the validity of the threat in the message itself, or in the attitude and manner of the caller.

   a.) A real or potential bomber is almost invariably a deranged person.

      1.) In placing the call he/she tends to prolong it and is also often willing to furnish some detail as to the location of the device, reasons for planting it, etc.

      2.) He/she frequently repeats the call.

   b.) The crank caller tends to be abrupt and hurried in giving the message.

      1.) Seldom will provide details regarding the device location, reasons for placing it, etc.

      2.) Infrequently repeats the call for fear of being traced.

2. Upon notification that a bomb threat has been made, the senior administrator present is responsible for overall direction of an emergency alert.

3. The police department will assist in organizing a bomb search team.

B. Procedures

In the event of a threat of a bomb within the college, the subsequent procedures should be followed:

1. Taking the call.
a.) Keep the caller on the line as long as possible and ask the caller to repeat the message.

b.) Ask the caller to provide the information as to the time of detonation, the location, and a description of the bomb.

c.) Advise the caller that the building is occupied and that an explosion could result in injury or death to innocent persons. He/she then may provide more information.

d.) Pay particular attention to any strange background noises such as motors running, music playing, or other noises that might provide a remote clue as to the place from where the call is being made.

e.) Listen for voice quality; accents, gender, age, and speech impediments.

f.) Immediately notify the administrator-in-charge who will determine if evacuation procedures should be initiated.

Days

1.) Superintendent-President, Ext. 211

2.) Acting President

Evenings

1.) Evening Administrator, Ext. 214

g.) Notify the following emergency personnel:

Days

1.) Coordinator of Security, Ext. 464

2.) Director of Facilities & Operations, Ext. 296

Evenings

1.) Security Supervisor, Ext. 400

2.) Facilities Supervisor, Ext. 400

(See attached "Bomb Threat Report Form" on how to respond when receiving a bomb threat).

2. Evacuation

a.) When the bomb threat received is specific to a building, the administrator-in-charge should:
1.) Evacuate the building.

2.) Notify the police and fire departments (911).

If the bomb threat is less specific to any one location on campus, a judgment must be made by the administrator-in-charge. After analyzing the information gathered by the recipient of the call, it is the responsibility of the administrator-in-charge to determine whether or not evacuation procedures should be initiated. In all instances, the police and fire departments should be notified.

b.) Evacuation should be in a calm and orderly manner. The fire drill procedure should be used for the evacuation of the building unless specific circumstances indicate. Security staff will assist in evacuating the premises as well as making the entire area secure. People will be directed to a safe location.

C. The Search

1. The bomb search team or teams will conduct the search.

2. The extent of the search to be made will vary based upon an evaluation of the specific threat. Generally, the following procedures for a search should be followed:

   a.) Detailed search of a specific area of the campus, if indicated in the threat message.

   b.) A thorough search of key and critical areas such as the boiler rooms, gas lines, water facilities, computer rooms, etc.

   c.) A broad search of the more public areas of the campus including restrooms, lobbies, stairwells, corridors, etc.

3. Common types of containers used by bombers:

   a.) Briefcases

   b.) Cardboard boxes or packages

   c.) Paper bags

   d.) Thermos bottles

   e.) Steel pipes

   f.) Lunch pails

   g.) Covered buckets
D. Action After Search

1. In the event that a search of the campus fails to confirm the existence of a bomb, emergency crews should be kept on a standby alert basis until it is reasonably certain that the time limit of the threat has expired.

2. In the event that a bomb or anything that might reasonably be constructed as such is discovered, the following actions should be taken:
   a.) Do not attempt to disarm or remove the device.
   b.) Evacuate the area and immediately notify the police.

E. Handling of Rumors

Search activity may give rise to exaggerated rumors, therefore the administrator-in-charge should provide for keeping employees in the immediate area of the search informed.
BOMB THREAT REPORT FORM

Time and date reported: ____________________________

How reported: ____________________________________

Exact words of the caller: __________________________

Questions to ask the caller:
1. Where is the bomb to explode? ____________________
2. Where is the bomb right now? ______________________
3. What kind of bomb is it? ___________________________
4. What does it look like? ____________________________
5. Why did you place the bomb? _______________________
6. Where are you calling from? _________________________

Description of the caller's voice:
Male _____  Female _____  Young _____  Middle Age _____  Old _____

Tone of Voice
Serious _____  Joking _____  Giggling/Laughing ______
Tense sounding _____  Sounded very sure _____  Sounded unsure _____
Had an accent _____  If so, what kind ___________________
Is voice familiar? _____  If so, whose? _________________
Were there any background noises? ___________________

Other voice characteristics: __________________________

Time caller hung up: ______  Action taken: _______________

Name, title, address, telephone number of threat recipient: ______

Action taken by recipient: _______________________________