

EDINBORO UNIVERSITY OF PENNSYLVANIA

## **BOMB THREAT-Policy No. D020**

Supersedes Policy No. D020, Dated 6/2/91 & 9/30/91

Recommended for Approval By David M. O'Dessa, Vice President for Administration & Institutional Advancement

Approved By Foster F. Diebold, President on March 21, 1994

Review Date: As Required

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### **INTENT**

Edinboro University of Pennsylvania has the responsibility to protect university facilities, students, employees, and the public. It will regard all bomb threats as a serious threat to the safety and well being of the University community. The University Police will coordinate the evacuation, search, and subsequent investigation into all bomb threats. Edinboro University will prosecute all persons who make bomb threats against the University community.

### **POLICY**

1. All bomb threats received regarding Edinboro University facilities will be responded to in an organized and efficient manner in order to protect University facilities, students, employees and the public.
2. The University Police will coordinate the evacuation, search and subsequent investigation into all bomb threats.

### **PROCEDURE**

1. Written Bomb Threat--Do not handle the note or letter. Set it aside for police.
2. Telephone Bomb Threat
  - a. Record the exact time the call is received.

b. Concentrate on what the caller is saying; anything may be important. Try to keep the caller talking to obtain as much information as possible, and especially the following:

- Location of bomb
- Time of detonation
- Description of bomb
- Type and quantity of explosives
- Did you place the bomb?
- Any names of persons, agencies, or offices

c. Pay particular attention to:

- Background noises
- Voice of caller: accent, speech pattern, sex, age, race
- Is the voice familiar?

Contact the University Police immediately. The person receiving the letter or telephone call will meet the responding officers and provide them with all available information.

The officer in charge will contact the Chief of University Police or his designee to implement University Police bomb Threat Procedures, SOP#310.00.

If an evacuation of the facility is ordered, all occupants will leave the facility immediately. No one will enter the facility or area under threat except police, fire and other emergency personnel. No one will be permitted within 500 feet of an evacuated area except authorized personnel.

Once the facility under threat has been evacuated and searched, the University Police will post all entrances with signs which state the following:

"DURING THE HOURS OF \_\_\_\_\_ TO \_\_\_\_\_ (DATE) \_\_\_\_\_ THIS BUILDING IS UNDER THE THREAT OF A BOMB SCARE. STUDENTS, EMPLOYEES AND VISITORS MAY ENTER AT THEIR OWN RISK."

This sign will be removed 24 hours after the threat was received or the time of detonation that was given, whichever is later.

Faculty members who wish to hold classes at other locations during the period of posting may consult the scheduling office in Hamilton Hall for alternative sites, if alternate space is available, and may require or encourage student attendance accordingly.

Employees should consult their supervisors or managers for alternate work assignment sites, if necessary. Supervisors will make provisions for alternate work assignments as necessary.