

	<b>Texas Chiropractic College Policies and Procedures</b>	Author: Eddie Crabb Approved by: President's Cabinet	Reviewed: 11/06/07  Revised:
	Title: <b>BOMB THREAT RESPONSE POLICY</b>		Page: 1 of 1
			Policy No. ESS.03

## 1.0 PURPOSE

1.1 To provide procedures for action after a bomb threat is received.

## 2.0 SCOPE

2.1 TCC campus community.

## 3.0 POLICY

3.1 Any employee receiving a bomb threat will attempt to obtain as much information about the threat as possible.

3.2 The *Telephone Bomb Threat Checklist* will be used to document caller's characteristics and stated facts when a bomb threat is received by telephone. The checklist is located in the Emergency Preparedness Plan.

3.3 Threats on notes or similar communications will be preserved and forwarded to TCC President or Vice President of Student Affairs (Incident Commander).

3.4 Threats will be evaluated on their individual circumstances / merit. The decision to evacuate will come after the circumstances of the threat are evaluated. All threats ultimately will be forwarded to City of Pasadena for investigative purposes.

3.4.1 Example of merit:

- A bomb threat that is telephoned in with a description of the bomb, a description of the building, and an exact time of detonation probably is a real warning.
- A bomb threat scribbled on a bathroom wall, "a bomb is going to explode," has less probability of being real.

## 4.0 RESPONSIBILITIES

4.1 TCC President and Vice President of Student Affairs (Incident Commander) will evaluate each threat on its merit and determine whether to evacuate immediately or to search without evacuation.

## 5.0 PROCEDURES

5.1 If a bomb threat is by phone, do not interrupt the caller and document observations on the Telephone Bomb Threat Checklist to provide clues to assist with the police investigation.

5.2 Immediately provide TCC President or Vice President of Student Affairs with Telephone Bomb Threat Checklist or any information obtained. TCC President and / or Vice President of Student Affairs will decide merit of the threat and make calls to authorities accordingly.