



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 76.17, **Bomb Threat Procedures**

PURPOSE: The purpose of this HSC Operating Policy/Procedure (HSC OP) is to establish procedures and assign responsibility for handling bomb threats on University property.

REVIEW: This HSC OP will be reviewed by August 15 of each odd-numbered year by the Chief of Police, with recommendations for revision forwarded to the Vice President for Facilities and Safety Services by September 1.

POLICY/PROCEDURE:

Upon receipt of a bomb threat, the person receiving the call should immediately notify the police (see 2.a. below) and then their departmental supervisor. A checklist is available to assist in obtaining helpful information (Attachment A). The local Texas Tech Police will immediately dispatch officers to the location of the reported threat to perform a cursory search of the premises and assume responsibility for handling the threat.

Should a search require a substantial disruption of normal activities, the Chief of Police will notify the President on the Lubbock campus. At the regional campuses, either Texas Tech Police Department or the Campus Business Operations Officer will notify the President or Regional Dean. The Texas Tech Police will coordinate the dissemination of necessary information to the Office of Communications and Marketing.

1. Obtain Maximum Information.

Whenever possible, the person receiving the call should keep the caller on the telephone as long as possible, utilize the check list for bomb threats (Attachment A) and/or write down as much of the following information as can be obtained.

- a. Exact location of device (building name, address, wing, floor, and room number)
- b. When the bomb will detonate
- c. Kind of bomb
- d. Any other information that might prove useful in determining location of bomb or identity of caller (i.e., background noises, age, sex, race of caller, caller ID, etc.)

2. Report Immediately.

- a. The person receiving the call should immediately notify the appropriate law enforcement agency, as shown below.

In Lubbock:	Texas Tech Police	743-2000 or 911
In Amarillo:	Amarillo Police Dept.	378-3038 or 911
In Odessa:	Odessa Police Dept.	333-3641 or 911
In Midland:	Midland Police Dept.	685-7110 or 911
In Dallas:	Dallas Police (SWPB)	744-4444 or 911 or
	VA Police (VA)	857-0411 or 911
In Abilene:	Abilene Police Dept.	673-8331 or 911

- b. Describe in detail the specifically claimed time of explosion and the location of the bomb as well as all other information obtained from the caller.
- c. Give your name, office or room number and the office phone number.

- d. Meet the police at a pre-arranged location to furnish additional information (check list for bomb threats).
- e. No evacuation is to take place unless approval is given by the Chief of Police or local law enforcement (at Regional Campuses), in consultation with the person in charge of the building, or unless a confirmed package/device has been located.
- f. The emergency plan used for evacuating the building for fires may be used for clearing the building in a bomb threat situation. **Pull the fire alarm only if the explosive device has been located.** When outside, move away from the building.
- g. In the event a suspicious package or device is located, the Texas Tech Police Department will notify the appropriate law enforcement agency to disarm/destroy or otherwise dispose of the bomb or suspicious device. At the regional campuses, the local Law Enforcement will determine how to dispose of the device.
- h. Should the decision be made to evacuate the building, the following procedures will be followed:

In Lubbock	Evacuation will be announced over the public address system. The building should be evacuated by the posted fire evacuation routes. Elevators are not to be used for evacuation purposes.
In Amarillo	No one will touch or move anything and the building will be evacuated with notification to Amarillo Police Department.
In Odessa	No one will touch or move anything, and the building will be evacuated, with notification to Odessa Police Department.
In Midland	No one will touch or move anything, and the building will be evacuated with notification to Midland Police Department.
In Dallas	No one will touch or move anything and the building will be evacuated with notification to Dallas Police Department.
In Abilene	No one will touch or move anything and the building will be evacuated with notification to Abilene Police Department.

3. **Searching for the Bomb.**

It is not the responsibility of a faculty member, staff member or student to risk his/her life or that of a subordinate employee by searching for a bomb. Individuals have the right to refuse the request of an officer if asked to assist in the search. At an individual's own risk, he/she may volunteer to look for suspicious objects. This may prove very helpful since faculty, staff and students can more readily spot unusual circumstances due to familiarity with their area.

4. **Return to the Building.**

At the Lubbock campus, when the evacuation is cancelled, faculty, staff, and students may return to the building, with the understanding that no explosive device has been found. At Regional campuses, local law enforcement will give permission to re-enter the building.

5. **Right to Change Policy.**

TTUHSC reserves the right to interpret, change, modify, amend, or rescind this policy in whole or in part at any time without the consent of the employees.