



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 76.17, Bomb Threat Procedures

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy & Procedure (HSCEP OP) is to establish procedures and assign responsibility for handling bomb threats on university property.

REVIEW: This HSCEP OP will be reviewed by August 15 of each odd-numbered year by the Texas Tech El Paso chief of police or designee, with recommendations for revision submitted to the chief financial officer or designee by September 1.

POLICY/PROCEDURE:

Upon receipt of a bomb threat, the person receiving the call should immediately notify the Texas Tech El Paso Police Department (TTEPPD) (see section II.A) and then their departmental supervisor. A checklist is available to assist in obtaining helpful information (Attachment A). TTEPPD 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, TTEPPD will notify the president or designee on the campus. TTEPPD will coordinate the dissemination of necessary information to Marketing and Communications Office.

I. 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, etc.)

II. Report Immediately.

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

Texas Tech El Paso Police Department (915) 215-7111 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 his designee, 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, TTEPPD will notify the appropriate law enforcement agency nearby to disarm/destroy or otherwise dispose of the bomb or suspicious device.
- H. Should the decision be made to evacuate the building, the following procedures will be followed:

The fire alarm will be activated, or verbal site-to-site notification will be made.

III. **Searching for the Bomb.**

It is not the responsibility of a faculty member, staff member or student to risk his/her life 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.

IV. **Return to the Building.**

When the fire alarm is cancelled and TTEPPD notes all clear, faculty, staff, and students may return to the building with the understanding that no explosive device has been found.

V. **Right to Change Policy.**

TTUHSC El Paso 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.