

**SCHOOLCRAFT COLLEGE**  
18600 Haggerty Road, Livonia, Michigan 48152-2696

**EMERGENCY PROCEDURES**

**SECTION 4—BOMB THREAT**

**WHEN A BOMB THREAT IS CALLED IN:**

1. Keep the caller on the line as long as possible. Ask him or her to repeat the message. **Write down** every word spoken by the person. Complete Bomb Threat Checklist on the following page.
2. If the caller does not indicate the location of the bomb or the time of possible detonation, ask him or her for the information.
3. Ask the caller why he or she planted a bomb if he or she does not indicate a reason.
4. Inform the caller that the building is occupied and that detonation could result in death or serious injury to innocent people.
5. Pay attention to peculiar background noises such as motors running, music, people talking, and any other sounds that may give a clue to the location or identity of the caller.
6. Listen to the voice (male/female), voice quality (calm/excited). Listen for accents and speech impediments.

**NOTIFY IMMEDIATELY:**

1. **CAMPUS POLICE, EXT. 4424**
2. College Administrator in charge.

**DO NOT TOUCH:**

1. Check area for unusual packages.
2. Leave any suspicious objects for the experts.
3. Do not use any device that transmits a radio signal (cell phone, radio, etc.) near a suspicious package.

BE PREPARED TO:

1. Supply responding officers with as much of the above information as possible.
2. Supply any keys that will help officers in a building search.
3. Alert key personnel who will aid in evacuation of the premise should that step become advisable.

**NOTE:** If the decision is made to search without evacuation, all available personnel will make a prompt and thorough visual inspection of their work areas. Any suspicious objects or packages found should be reported immediately to Campus Police. **The object or package should not be touched or moved!**

WRITTEN THREATS:

Once the message is recognized as a bomb threat, save the message, including the envelope or container. AVOID unnecessary handling since fingerprints may be taken. NOTIFY Campus Police immediately.

SEE BOMB THREAT CHECKLIST ON NEXT PAGE →

Revised—Administrative Committee  
March 25, 1980  
Retyped—Technical Changes  
July 20, 1984  
Retyped—Extension Change  
October 12, 1995  
Revised—Cabinet  
August 26, 1996  
November 13, 2001  
Reviewed—Public Safety  
March 4, 2005  
Retyped—Department Name  
September 14, 2007  
Revised—VP and CFO  
August 1, 2019

**BOMB THREAT CHECKLIST**

Exact time of call: \_\_\_\_\_

Exact words of caller:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**QUESTIONS TO ASK**

1. When is bomb going to explode? \_\_\_\_\_
2. Where is bomb now? \_\_\_\_\_
3. What kind of bomb is it? \_\_\_\_\_
4. What does the bomb look like? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_ Why?
7. Where are you calling from? \_\_\_\_\_
8. What is your address? \_\_\_\_\_
9. What is your name? \_\_\_\_\_

**CALLER'S VOICE** (circle)

Calm	Slow	Crying	Slurred
Stutter	Deep	Loud	Broken
Giggling	Accent	Angry	Rapid
Stressed	Nasal	Lisp	Excited
Disguised	Sincere	Normal	Squeaky

If voice is familiar, whom did it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

Remarks: \_\_\_\_\_

Person receiving call: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone number call received at: \_\_\_\_\_