STANDARD ADMINISTRATIVE PROCEDURE

34.07.99.M0.02 Bomb Threat Procedures
Approved September 25, 2001
Revised April 30, 2010
Next scheduled review: April 4, 2018

Standard Administrative Procedure Statement

Any and all bomb threats are regarded seriously by the University Police Department (UPD).

The three most frequently used methods of delivering a threat are by telephone, via a written message or by leaving a suspicious package/article. Of these, the most common is the telephone threat and is often made by callers who wish to create an environment of disruption and inconvenience. Although most threats made are a hoax, take the caller seriously. Assume the threat is real.

The Texas A&M University - Galveston campus follows separate procedures set forth by Galveston administration.

Official Procedure

1. PROCEDURE

1.1. Threats by telephone: Many calls are made directly to the UPD; however, in those instances where the call is received by someone else on campus, that person should be familiar with both the “Bomb Threat” form (Attachment A), and the Trace/Trap security feature on-campus telephones. Properly used, this feature allows police to identify the number of the last person that called.

1.1.1. Trace/Trap Security Procedure

1.1.1.1. Immediately after the call is terminated, obtain a dial tone, dial #91, listen to the message to verify the trace was successful, hang up, immediately notify UPD (dial 9911), notify your supervisor and complete Attachment A. (It is recommended that a copy of this attachment A and this SAP be kept near your telephone.)

1.2. Written Threats: Immediately notify UPD (dial 9911) and your supervisor; refrain from handling the document and envelope. You can protect the document and envelope by placing the items in a protective plastic container. If received in an electronic format,
1.3. **Suspicious Packages/Articles:** Do not open or shake the item, and otherwise refrain from handling the item. Immediately notify UPD (dial 9911) and your supervisor. If possible, secure the area where this item is located, move personnel out of the area, and be prepared to direct the responding police officer to the location of the item.

2. **ADDITIONAL NOTIFICATION AND EVALUATION**

2.1 Upon receipt of a bomb threat to a particular building, UPD will notify (by telephone) the building proctor or other responsible person in that building that a “threat” has been received (and time of alleged detonation, if known). The proctor or appropriate building office contact will be furnished as much information as is known of the substance of the call and the tenor of threat by UPD judgment. (This evaluation and notification will normally be made after an interview with the person receiving the call and will be made by the Police Officer in charge at the scene or in consultation with the on duty supervisor.) The proctor will disseminate this information to appropriate building personnel.

2.1.1. The on duty police supervisor will organize the search. Areas accessible to the public will be searched. The supervisor will request the assistance of the building occupants to search their work space, since they should be familiar with the area, they should be able to recognize if something is out of place. Again, advise building personnel not to touch anything suspicious and to notify police personnel immediately. Officers dispatched to the scene will assist building personnel in this search.

3. **EVACUATION**

3.1. The decision to evacuate is made by the department head or other responsible official in consultation with the police supervisor. If the department head was not informed of the original decision to evacuate, they should be notified as soon as practical. If the decision is made to evacuate the building but insufficient time remains to alert employees before the announced “detonation time”. The supervisor may consider using any appropriate means of notification, including the “fire alarm.” If an evacuation is warranted, police personnel with the assistance of the department head, building proctor or other university official will move building occupants to a safe distance, normally a minimum of 300 feet from the building. Personnel will not be allowed to return to the building until cleared to do so by the police or by the on-scene Incident Commander.

3.1.1. If the fire alarm is activated for purpose of quickly vacating the building, UPD will advise College Station Fire Department (CSFD) of the reason for the alarm activation.
3.2. The UPD has the authority to “order” evacuation if, in their judgment the circumstances warrant, regardless of the wishes of the building proctor or other officials.

3.3. If a suspicious device or an explosive is found, it will not be handled or disturbed. The general area around the suspicious item will be cleared of personnel and secured pending the arrival of the College Station Police Department Bomb Technicians. Responding officers should be aware of the potential for secondary devices. Officers will not use their radios or cellphones and will evacuate the area near the device.

3.4. If the x-ray probe reveals a suspicious device and it can be relocated, the device will be moved to an area designated by the University and rendered safe by the Bomb Technicians of the College Station Police Department. If the device cannot be moved, it will be rendered safe in place. After the suspicious item is neutralized or removed, the supervisor will coordinate the collection of evidence with the on scene officers, CSPD Bomb Technicians and the University Police Department Criminal Investigative Unit. The Texas A&M University Police Department will remain in charge of the investigation unless circumstances warrant release to State or Federal authorities.

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Related Statutes, Policies, or Requirements

Supplements System Policy 34.07

Also see: Emergency Operations Plan

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Forms

Attachment A: “Bomb Threat” Form

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Contact Office

For interpretation or clarification, please contact the University Police Department.

OFFICE OF RESPONSIBILITY: University Police Department