

**Lake Region State College**  
**Policy and Procedure Manual**

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**SECTION 1500.11**

**BOMB THREAT**

If you observe a suspicious object or potential bomb on campus, do not touch the object. Clear the area and immediately call 911 then notify the Vice Presidents and President.

- For a bomb threat, immediately call 911 then notify the Vice Presidents and President. Any person receiving a phone call bomb threat should obtain the following information from the caller:
  - When is the bomb going to explode?
  - Where is the bomb located?
  - What kind of bomb is it?
  - What does the bomb look like?
  - Why did you place the bomb?
- Keep talking to the caller as long as possible and record the following:
  - Time of the call.
  - Age and sex of the caller.
  - Speech pattern, accent, possible nationality, etc.
  - Emotional state of the caller.
  - Background noise.
- Do not activate the building alarm. Do not touch suspicious objects. Do not open cabinets, drawers, or closets. Do not turn lights or office equipment on or off.
- Due to the special nature of a bomb threat, evacuation procedures, rally points, and gathering sites for evacuees are restricted and have not been provided.
- When Police arrive, follow their instructions exactly. Law enforcement personnel, with the help of college personnel will conduct a search appropriate to the situation.

In the case of a bomb threat, only the President or the President's designee has the authority to order the evacuation of a facility or part of a facility, or to allow others to enter or remain in an evacuated area. Department heads, faculty, and staff may not order an evacuation or remain in or enter an evacuated area without permission.

Police will often make a recommendation to the President on an appropriate course of action (evacuate, don't evacuate decisions), however, in the event of an actual emergency where lives and property are in imminent danger, police may order the evacuation of a building, a wing, or the entire campus. All personnel shall follow the instructions given to them by police officers during such an investigation.

For more information, view the [Homeland Security Bomb Threat Checklist](#).

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History

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