Purpose: The purpose of this annex is to provide information to Students, Faculty, Staff and Sinclair Police on how to respond to a bomb threat, a suspected bomb, or a suspicious package/envelope.

Instructions for Students, Faculty, and Staff:

Telephone Bomb Threat:

- Remain calm.
- Do not hang up, keep the caller on the line as long as possible, and listen carefully.
- Note the time of the call and the specific telephone instrument it came in on.
- Note the caller's number if your phone is equipped with caller I.D.
- Note the exact words of the caller.

Ask the caller the following questions or listen for the following information:

1. Where is it located?
2. When will it go off?
3. What does it look like?
4. What kind is it?
5. What is the caller’s name and motive for placing the bomb?
6. Are you an employee?
7. Are you a student?
8. Write down any information noticed, e.g., background noises, gender of caller, voice pitch and speech patterns, accent, etc.
9. Notify the Sinclair Police immediately and follow any evacuation instructions issued by them. (See also Evacuation Functional Annex.)

Written threat:

- Remain calm.
- Notify Sinclair Police immediately.
- Once discovered, do not touch, move or open package so it is not altered or destroyed. Preserve scene for Sinclair Police.
- Keep others from handling or going near it.
- Follow procedures for SUSPICIOUS PACKAGES AND ENVELOPES noted below.

Opened or closed suspicious package:

- Notify Sinclair Police immediately. Do not use a 2-way radio or cell phone within 500 feet of a suspicious package.
- Never touch any package that is suspicious! Do not attempt to touch, move or open as it could explode or spread!
- Keep others from handling or going near it.
- Follow procedures for SUSPICIOUS PACKAGES AND ENVELOPES.
**Suspicious Packages and Envelopes**

**Examples:**

**Package or envelope:**

- Discovered with a suspicious powdery substance on the outside.
- Received unexpectedly or sent by someone unfamiliar to you.
- Excessive postage, handwritten or poorly typed address, incorrect titles or titles with no names, or misspelling of common words.
- Addressed to someone no longer with the College or with outdated postmarks.
- No return address or one that cannot be verified as legitimate.
- Unusual weight, given package size, lopsided or oddly shaped.
- Unusual amount of tape, string, or other wrapping material.
- Marked with restrictive endorsements, such as “Fragile”, “Personal”, “Confidential”, or “Rush-Do-Not-Delay”.
- Strange odor, stains, or noises (rattle, clicking, etc.).
- Appears to contain electrical wire or tin foil. Return address not consistent with postmark.

**What to Do If You Find a Suspicious Package or Envelope:**

- Never touch any package that is suspicious! Do not attempt to touch, move or open as it could explode or spread!
- Isolate the suspicious package by evacuating the room and locking the door, if possible.
- If the suspicious package is discovered while handling, avoid dropping, throwing, or other abrupt shock movement since this can cause detonation of certain devices. Gently set the package down.
- Call Sinclair Police immediately from a safe location! Do not use a radio or cell phone within 500 feet of the object.
- Describe what the package looks like and its location.
- Clear the area.
- If you have had direct skin contact with the package with a powdery substance on the outside, wash hands, arms, and etc., with soap and rinse with a plentiful quantity of water for 15 minutes.
- Always follow precautionary directions given by Sinclair Police.

**Instructions for Sinclair Police when Responding to Located Bombs, Bomb Threats and Suspicious Packages:**

Sinclair Police has detailed procedures for police dispatchers and responding police officers concerning their response to bombs, bomb threats, and suspicious packages. Procedures for Dispatchers are fully developed in the Sinclair Police Dispatch Manual in Section 9 (Incident Procedures) under bomb threats and explosions. Response plans for Sinclair Police Officers are fully developed in the Sinclair Police Policy Manual in Section 414 (Response to Bomb Calls.)

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For quick action steps for these hazards, the Incident Commander should follow the information outlined on pages 16-18 of the “Incident Commander Action Steps” located in Section 3 of Sinclair College’s complete Emergency Management Plan.

**General Response Issues:**

In the event that a bomb is located, evacuation procedures are outlined in the *Evacuation Functional Annex* that is located in Sinclair College’s complete Emergency Management Plan.

Medical Aid would be rendered in accordance with Police Procedure #422 and the *Public Health/Medical Functional Annex*.

Communication of this event both inside and outside of the college will be handled as outlined in the *Communication and Notification Functional Annex*.

Accounting of persons displaced by these incidents are handled as outlined in the *Accounting for all Persons Functional Annex*.

In the event that a bomb explodes, recovery procedures (physical and psychological) are outlined the *Recovery Functional Annex*.