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## 5.18 Bomb Threats Policy

### Bomb Threats

Employees of the library are instructed to take immediate action in the event of a bomb threat and to use common sense in all activities and responses.

In the event of a bomb threat, employees should take the following steps:

1. Keep the caller on the line as long as possible but indicate to another member of the staff what is taking place. Have someone call 911 (dial 9-911) to get police onsite.
2. The Library Director shall determine the immediacy of the threat and take appropriate action. If the Library Director is not immediately available, then the Executive Dean of the Emmetsburg campus shall be notified directly.
3. The Library Director shall immediately consult with Executive Dean of the Emmetsburg Campus.
4. The police will take charge upon their arrival.
5. Do not evacuate to the parking lot vehicles. This could be the location of the bomb.

Upon notification of evacuation, all staff should survey their area as they depart and report any suspicious objects to the responsible person(s). If any such object is found, it is not to be opened, or tampered with in any way by college or library personnel. It must be left alone and the area cleared of personnel.

Staff should help secure entrances from unauthorized, non-emergency personnel. The fire and police departments will take over when they arrive.

Adopted by the Board of Trustees: August 2011; Reviewed: September 2014, September 2017;  
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