

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section V - Safety

SUBJECT: INTERNAL EMERGENCY ACTION PLAN: BOMB THREAT - "CODE YELLOW"
REVIEWER(S): Safety Committee Chair

I. POLICY

To provide an organized response to an internal bomb threat and to comply with applicable safety regulations.

II. PROCEDURES

A. Threat received by mail

1. Dial ext. 5-3333. Notify security dispatcher that you have a bomb threat note.
2. Ask someone to notify the college president or an administrator.
3. Identify yourself, location, and extension number to the dispatcher.
4. To avoid harmful rumor, limit further discussion of message with only appropriate administrative personnel.
5. To avoid the loss of possible fingerprints, limit the handling of written message.

B. Threat received by phone

1. Handle the call quietly and calmly.
2. Try to obtain pertinent information:
 - Where is the bomb located?
 - When is it set to go off?
 - Did you place this bomb?
 - Where are you calling from?
3. Note the caller's voice and/or accent.
4. Listen for any familiarity with college or medical terminology.
5. Note the caller's condition, i.e., calm, angry, excited, intoxicated.
6. Whenever possible, have another employee listen on the phone line.
7. Take written notes, if possible, without distraction.
8. **Do not hang up telephone; leaving the line open sometimes helps with tracing.**
9. Dial ext. 5-3333. If possible, have someone else notify security while you keep the caller on the line.

C. The Internal Emergency Action Plan: Bomb Threat - "Code Yellow" policy and procedure will be reviewed bi-annually.

III. APPROVAL:

Name: _____ Title: President Date: _____