

## Bomb Threat / Explosion

### **Bomb Threat - Emergency Notification Method: Building Announcement, CUNY Alert**

*In the event a bomb threat is received, the college will work with appropriate personnel to search and identify any suspicious packages or items that may be related to the threat received. If a suspicious package or item is found college officials shall notify 9-1-1. Local authorities (NYPD, FDNY) shall take the lead role in mitigating the immediate hazard.*

If an employee or student receives the actual bomb threat (via telephone, text, social media, email, etc.), they should respond as follows:

- Notify Public Safety at 646-758-7777 or 8-7777 from a college phone to report the incident.

### **If You Receive a Bomb Threat (via telephone)**

- If you receive a threatening call (bomb, or other physical harm, etc.) do not hang up. Have someone else notify Public Safety if possible. Attempt to engage the caller in conversation and obtain as much information as possible.
- Pay close attention to details. Talk to the caller to obtain as much information as possible. Ask questions:
  - What exactly is the threat?
  - When will it explode/occur?
  - Where was the bomb left?
  - What does it look like?
  - Why was the bomb placed?



- Record Observations:
  - Is the voice familiar in any way?
  - Male or female? Young or old?
  - Speech patterns (Accent? Stutter? Slurred speech?)
  - Emotional state (Calm or Agitated?)
  - Background noise (quiet, traffic noises, people talking, etc.)
  - Date and time of call.
  - Ask the caller what their name is.

**If You Receive a Bomb Threat (via email, letter, social media message, etc.)**

- If you receive a bomb threat via email, letter, social media, or other written means, notify Public Safety and save your note as evidence to be turned in to Public Safety and NYPD if warranted.

Bomb Threat Evacuation is not automatic. The decision to evacuate the campus shall be made by the following authorities:

- College Administration
- College Public Safety
- Building Management
- Emergency Personnel such as NYPD and/or FDNY

This shall be done after a thorough evaluation of the information available, including but not limited to the nature of the threat, circumstances related to the threat, and/or the discovery of a device or suspicious package.

If evacuation does occur, do not re-enter the building until cleared to do so by authorized personnel.

**Follow up Communications: Bull Horn Announcement, College email, and/or CUNY Alert**

