

RESPONDING TO BOMB THREATS

Procedures for non-police Oakton College personnel

If you are in receipt of a bomb threat, first and foremost, remain calm, and be prepared to collect as many details about the threat as possible. Bomb threats are made for various reasons, but most are designed simply to be disruptive to some college function.

Oakton College treats all bomb threats seriously, yet the total disruption or interruption of the educational mission of the college must be considered when evaluating these threats. **If reasonable, threatened areas will be searched without evacuation and with as little disruption as possible.**

The more specific the threat received, or as a threat's credibility increases as judged by Oakton Police and administration, the more likely an accompanying public notification will be issued. **Please be aware that an evacuation decision will be based upon the specificity of the threat and the totality of circumstances.**

CONSIDERATIONS FOR DECISION MAKERS

| LOW RISK | MODERATE RISK | HIGH RISK |
|---|--|---|
| <ul style="list-style-type: none">• Lacks realism• Ability to carry out threat is questionable | <ul style="list-style-type: none">• Feasible and sufficiently detailed• Includes time and place | <ul style="list-style-type: none">• Highly specific locations or names• Threat is related to recent events |

If the Oakton College Police Department (OCPD) or other authorities determine that an affected area needs to be searched, it is highly likely that Oakton personnel assigned to the affected work area will be asked to assist in identifying any suspicious items in the area. This is necessary because those personnel who spend the most time working in the area will be best equipped to identify items that may appear to be suspicious or out of place.

While it is natural to assume that evacuation will follow any bomb threat, best practices as advised by bomb threat experts, as well as the Department of Homeland Security and the Federal Bureau of Investigation, recommend that it is generally safest for personnel to shelter in place, until a decision to evacuate is reached by Oakton Police and administration, in concert with external police and public safety agencies. **If a decision is made to evacuate, it still may only be necessary to evacuate specific areas of the college, while others are advised to remain sheltering in place.**

WHAT TO DO IF YOU RECEIVE A BOMB THREAT

TELEPHONE

- Remain calm and DO NOT HANG UP.
- If possible, signal other staff members to listen and notify Oakton Police and departmental management/immediate supervisors.
- If the phone has a display, copy the number or letters on the window display.
- Pay close attention to the message, write down the exact wording of the threat.
- Keep the caller on the line for as long as possible and gather as much information as possible.
- Record, if possible.
- Attempt to listen for any background noises.
- Note the caller's voice or use of any idioms.
- Be available for interviews with the college's emergency response team and law enforcement.

INTERNET, SOCIAL MEDIA, OR EMAIL

- Do not turn off or log out of the account.
- Leave the message open on the device.
- Print, photograph, take a screenshot, or copy the message and subject line.
- Note the date and time.
- Notify Oakton Police.

WRITTEN

- Handle the document as little as possible.
- Notify Oakton Police and departmental management/immediate supervisors.
- Rewrite the threat exactly as is on another sheet of paper and note the following:
 - Date, time, and location document was found.
 - Any situations or conditions surrounding the discovery/delivery.
 - Full names of any personnel who saw the threat.
- Secure the original threat; DO NOT alter the item in any way:
 - If small or removable, place in a bag or envelope.
 - If large or stationary, secure the location.

VERBAL OR IN PERSON

- Be aware of a psychologically distressed state in the person delivering the threat.
- Maintain distance from the individual.
- Contact Oakton Police immediately.
- If the perpetrator leaves, note which direction they went.
- Notify the Oakton Police and departmental management/immediate supervisors.
- Write down the threat precisely as it was communicated.
- Note the description of the person who made the threat:
 - Name (if known).
 - Gender.
 - Type and color of clothing.
 - Body size (height/weight).
 - Hair and eye color.
 - Voice (loud, deep, etc).
 - Any other distinguishing features.

EVACUATION PROCEDURES

If an evacuation is necessary, all designated Evacuation Facilitators will be notified and immediately report to their assigned areas to direct all building occupants in the evacuation.

If instructed to evacuate, Oakton Police and Facilities personnel will search the campus.

The OCPD will make an announcement on the intercom system that the evacuation of the building is required immediately. Additionally, an announcement can be sent via Alert! Oakton, which is the college notification system that will only be used to communicate important information during a potential emergency, such as a severe weather warning, gas leak, fire, bomb threat, crime watch, power failure, or other events.

DES PLAINES CAMPUS

Do not touch anything that looks suspicious.
Report any suspicious items to OCPD personnel immediately.

Evacuate to the designated assembly areas located in Parking Lots A, C, and D. Stay at least 1000 feet away from the building. If an evacuation is ordered, proceed to assembly areas (Parking Lot A, C, or D). Parking Lot B is the designated Campus Incident Command Center and should not be used as a permanent assembly area.

Do not close any classroom/office windows or doors prior to evacuating.

All staff members and students should remain on campus but should not return to their classrooms until an All Clear is given by OCPD or emergency personnel or maybe ordered to leave the immediate area.

The Crisis Team will assemble at the Command Center located in Parking Lot B.

If evacuation is necessary, OCPD personnel will make a final sweep of the building to determine if everyone has been evacuated.

SKOKIE CAMPUS

Do not touch anything that looks suspicious.
Report any suspicious items to OCPD personnel immediately.

Evacuate to the designated assembly areas located in Mulford and Lincoln Parking Lots. Stay at least 1000 feet away from the building. If an evacuation is ordered, proceed to assembly areas (Mulford and Lincoln Parking Lots). The Circle Drive is the designated Campus Incident Command Center and should not be used as a permanent assembly area.

Do not close any classroom / office windows or doors prior to evacuating.

All staff members and students should remain on campus but should not return to their classrooms until an All Clear is given by OCPD or emergency personnel or maybe ordered to leave the immediate area.

The Crisis Team will assemble at the Command Center located at Circle Drive main entrance.

If evacuation is necessary, OCPD personnel will make a final sweep of the building to determine if everyone has been evacuated.