

Davis, Linda S

From: Davis, Linda S
Sent: Friday, February 20, 2009 2:14 PM
To: 'chme@ecn.purdue.edu'; 'chmegrad@ecn.purdue.edu'
Cc: 'Gauger, Steve A'; 'srmiller@purdue.edu'
Subject: Safety Update #8: Recent Bomb Threat
Attachments: EPH Bomb Threat.pdf

ChE Faculty, Staff and Graduate Students,

The Mechanical Engineering Building was evacuated on Sunday, February 15, 2009 after a bomb threat was called into the Police Department. The caller claimed there was a bomb on the second floor of the building. The Tippecanoe County Bomb squad responded.

The attached document (from the Purdue Emergency Procedures Handbook) describes what to do in the event of a bomb threat. If a threat is received and the evacuation (fire) alarm sounds in the building, our action is to evacuate the building and follow our established evacuation procedures.

Thank you.
Linda

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BOMB THREATS

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

All personnel should acquaint themselves with the following procedures:

- A. **STAY CALM.**
- B. *If a suspicious object or potential bomb is discovered, DO NOT HANDLE THE OBJECT, CLEAR THE AREA, AND CALL 911. Be sure to include the location and appearance of the object when reporting.*
- C. *If a phone call bomb threat is received:*
 - a. **DO NOT** put the caller on hold.
 - b. **DO NOT** attempt to transfer the call.
 - c. **DO NOT HANG UP THE PHONE THAT THE CALL CAME IN ON. If possible have someone else use another phone to call 911.**
- D. Pay particular attention to background noises, such as running motors, music, or any other noises that may indicate the

EMERGENCY ACTION

1. Call 911 or use Emergency Call Box and report incident.

If a suspicious object is observed:

1. Don't touch it!
2. Evacuate the area.

location from which the call is being made.

- E. Listen closely to the voice to determine voice quality, accents, speech impediments, sex, or any unusual characteristics.
- F. Complete the BOMB THREAT CHECKLIST. Checklist is located at Appendix 3.

It is highly recommended that all University personnel become familiar with the checklist. A Bomb Threat Checklist should be immediately available...keep the checklist close to the phone.

If an evacuation alarm sounds, follow established building evacuation procedures (See BUILDING EVACUATION).