



HOBART AND WILLIAM SMITH
COLLEGES

Emergency Action Plan (EAP) BOMB THREAT

1. OBSERVING A SUSPICIOUS OBJECT OR POTENTIAL BOMB

- **Do not handle or touch the object.**
- Clear the area.
- Immediately call Campus Safety (ext. 3333) or (315) 781-3333.

2. RECEIVING A BOMB THREAT BY PHONE

- Any person receiving a phone call bomb threat should ask the caller:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?
- Keep talking to the caller as long as possible and record the following:
 - Time of call.
 - Approximate age and sex of caller.
 - Speech pattern, accent, possible nationality, etc.
 - Emotional state of the caller.
 - Background noise.
 - Caller ID (if displayed on your phone).
 - If the threat is recorded on your voicemail, do not delete the message.
 - If the threat is received via any version of social media, do not delete the message.
 - Notify your immediate supervisor or the nearest HWS authority.
- If possible, have someone contact Campus Safety while you are on the phone with the caller. Otherwise, immediately notify Campus Safety (ext. 3333) or (315) 781-3333 to report the incident.

3. LAW ENFORCEMENT NOTIFICATION AND ARRIVAL

Campus Safety will contact the appropriate authorized personnel to conduct a detailed bomb search. Employees may be requested to make a cursory inspection of their area

EAP-Bomb Threat

HWS Campus Safety emergency line-dial ext. 3333 from any on-campus phone
From cell phone while on campus-dial (315) 781-3333
Off campus-dial 911

for suspicious objects and to report the location to Campus Safety. Again, **do not touch any suspicious objects!** Do not open drawers or cabinets or turn lights off.

- If the bomb threat endangers you and other building occupants, or if you are instructed to do so, evacuate the space by walking quickly to the nearest marked exit.

4. EVACUATION

During building evacuations, assist special needs individuals in exiting the building and proceed to the building's evacuation meeting point. This location is listed on the evacuation floor plans posted near each building exit.

- Remember that elevators are reserved for handicapped and special needs persons during evacuations.
- Remain calm and do not panic.
- If the emergency is impacting your building's evacuation meeting point, or if you are instructed to do so by college authorities or first responders, proceed to the alternate primary or secondary assembly area and await further directions from officials.

Note: The exact locations of the alternate or secondary sites may differ based upon the nature of the emergency. You will be instructed where these are located by officials during the evacuation process.

IMPORTANT—DO NOT RETURN TO AN EVACUATED BUILDING until and unless told to do so by authorized HWS officials.

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