

BOMB THREATS

Section: Safety and Security

Policy: This policy outlines the proper procedures for handling bomb threats.

Purpose: The purpose of this policy is to provide guidelines for situations where a bomb threat has been made.

Scope: This policy applies to all University Housing staff.

Background: When a bomb threat is received, it is essential to accurately report facts concerning the threat in a timely manner.

Procedure:

- I. Bomb threats will be reported immediately to the UGA Police by telephone at 706-542-2200 or 911. Persons receiving bomb threats should report as much information as possible about the communication (phone call, email, text message, online post, etc.) and the individual making the threat, including but not limited to:
 - A. Time threat was received or posted
 - B. Characteristics of voice (if applicable)
 - C. Location of alleged bomb
 - D. Alleged time of explosion
 - E. Any background noise (if applicable)
 - F. The form of the threat (phone call, email, text message, online post, etc.)
 - If digital, a screen grab of the text should be shared
 - If a voice message, a recording should be attempted and shared
- II. After reporting bomb threats to the UGA Police, immediately report up to your supervisor and/or appropriate staff member on call. If the threat is received by a member of administrative and services staff or facilities staff, they will call the assistant director on call.
- III. After consultation with UGA Police, the director of Residential Programs and Services or their designee will provide instructions concerning further action to be taken in response to the threats.
- IV. In the event none of the above persons can be contacted in a reasonable time, the professional or graduate staff member will take appropriate action after consultation with the UGA Police.
- V. After taking action required to handle the bomb threat, the person receiving the threat should complete documentation. This report will be forwarded to the

executive director's office via associate director(s) for Residential Programs and Services or the director of Residential Programs and Services.

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