

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 bomb threats are received, it is essential that facts concerning the threats be reported promptly and accurately.

Procedure:

- I. Bomb threats will be reported immediately to the UGA Police Department by telephone at 706-542-2200 or 911. Persons receiving bomb threats should report as much as possible about the threatening message and the individual making the threat, including but not limited to:
 - A. Time message was received
 - B. Characteristics of voice
 - C. Location of alleged bomb
 - D. Time of explosion
 - E. Any background noise
- II. After reporting bomb threats to the UGA Police, immediately report the situation to one of the following University Housing staff members. Calls should be made to these persons in the order listed:
 - A. professional and/or graduate staff
 - B. Area/senior coordinator
 - C. Associate director for residence life and/or associate director for staff development and student conduct
 - D. Director of residential programs and services
 - E. Executive director of University Housing
- III. Instructions concerning further immediate action to be taken in response to threats (i.e., evacuation of the building) will be furnished by the associate director of residence life and/or the associate director for staff development and student conduct.
- 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 Department.
- V. After taking action required to handle the bomb threat, documentation should be completed by the person receiving the threat. This report will be forwarded to the

executive director's office via the office of the associate director for residence life, associate director for staff development and student conduct or the director of residential programs and services.

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