

# MONMOUTH UNIVERSITY

## POLICIES AND PROCEDURES

**Policy Name:** Emergency Bomb Threat Procedure

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Chief of Police

**Approved by:** President & Cabinet

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### I. Introduction

It is the policy of Monmouth University to ensure that all employees, students, contractors and visitors are protected from the possible risks associated with a bomb threat and/or a suspicious package. All bomb threats are taken seriously and appropriate evacuation measures may be taken. Nearly all bomb threats are false alarms, however all threats are taken seriously. All bomb threats (even if considered to be a hoax) must be reported to the police.

The purpose of this policy is to inform University personnel of the proper procedures to follow in the event of a bomb threat. All employees are required to familiarize themselves with these procedures.

Most bomb threats are received by telephone. These threats are sometimes reported by persons who want to create an atmosphere of anxiety or panic, which could possibly result in the disruption of normal activities at a specific location(s). Terrorist or politically motivated bombers usually select targets that will bring publicity and political gain. Criminally motivated bombers usually select targets for reasons related to revenge, intimidation, extortion, etc.

In the event a bomb threat is received a command post will be established at Police Headquarters where authorized personnel will be stationed to direct operations.

Emergency coordinators will assist in coordinating the evacuation of their building or area. (According to the University's Fire Evacuation Policy there should be an emergency coordinator in each building - **Attachment A**). Employees should familiarize themselves with the location of the nearest emergency exit in your building. Each Department Head is responsible for accounting for his/her personnel. The building's Emergency Coordinator should identify himself or herself to the first responding police officer.

The following procedures should be followed in the event you receive a phone call, a verbal or physical threat, or suspicious mail or package.

## II. Receiving and Reporting a Threat

- A. Remain calm; call the University Police Department at 4444 and notify your department head.
- B. The Monmouth University Police Shift Commander or his/her designee will immediately notify the Major Crimes Unit of the Monmouth County Prosecutors Office.
- C. If possible obtain the following information by using the Bomb Threat Checklist (**Attachment B**):
  - a. If your phone has a caller ID display, copy the numbers and/or letters. *Do not* hang up the phone. If possible, have another person listen in on the conversation. Immediately have someone contact the University Police department from another phone. Give the name, phone number, and room number where the bomb threat was received so the person who received the call can be reached if needed.
  - b. Listen - Be calm and courteous. Do not interrupt the caller. Obtain as much information as you can. Take notes on exact phrases or statements. Note the time the call is received, the sex and accent of the caller, his/her attitude, and any background noises that can help identify where the caller may be located (bells, talking, traffic, etc.) Try to keep the caller on the line as long as possible.
  - c. The *most crucial information* you can obtain from the caller is *what time* will the bomb explode, *where* it is located, and the appearance of the bomb. Also ask if they placed the bomb, where they placed it and their name.
  - d. Activate an immediate trace.
    - 1. Depress the switch-hook slightly (just like you would to activate call waiting)
    - 2. Press **\*99**
    - 3. Return to the caller for a moment and hang up
    - 4. Contact the Monmouth University Police Department at 732-571-4444 to report the call to the Dispatcher.
  - e. If the threat was left on a *voicemail*, notify the Police Department immediately and *do not delete* or forward the message.
  - f. **Do not** use two-way radios or cellular phones: radio signals have the potential to detonate a bomb. If at all possible, use a landline telephone.
  - g. Do not evacuate the building until police arrive and evaluate the threat.
  - h. **Do not activate the fire alarm.** This may cause unnecessary panic.

- i. The Police Shift Commander will respond and make a determination whether or not the fire alarm should be activated, if occupants should evacuate, and/or to search the building.

### III. Suspicious Letter or Package:

- A. If you see a suspicious package ***do not*** touch or move it. Evacuate the area. Do not assume it is the only package.
- B. If the threat is received in writing, the letter or note should immediately be turned over to the University Police Department. The note should be handled as little as possible as it may be useful in an investigation.
- C. Be familiar with the following Letter and Parcel Bomb Recognition Points:
  1. Foreign mail, air mail, an unexpected delivery, and/or special delivery
  2. Restrictive markings, such as “confidential” or “personal”
  3. Excessive postage
  4. Hand written or poorly typed addresses
  5. Incorrect titles
  6. Titles but no names
  7. Misspellings of common words
  8. Oily stains or discoloration
  9. No return address
  10. Excessive weight
  11. Rigid envelope
  12. Lopsided or uneven envelope
  13. Protruding wires or tinfoil
  14. Excessive securing material, such as masking tape or string
  15. Visual distractions
  16. Strange Odor
  17. Strange Sounds

### IV. Evacuation Procedure

Once the circumstances of the threat are assessed, a decision will be made whether or not to evacuate an area or building of the University. You should remain calm. Do as directed – do not waste time.

If you are directed to evacuate please do the following:

- A. **Take outdoor clothing, keys, handbag, briefcase, etc. with you if it can be done without delay. Evacuate via the nearest accessible exit. DO NOT RUN. DO NOT USE ELEVATORS.**
- B. **In classrooms, the faculty member** is responsible for immediately evacuating students from the building and ensuring that the classroom door is closed upon exiting.

- C. In **Science laboratories**, ensure that all burners, and/or open flames are turned off and gas jets are closed before leaving the classroom and the door is closed after you exit.
- D. Staff and personnel in **offices** should make sure that all doors are shut as they leave.
- E. In **Residential Buildings**, if safety and circumstances permit, upon exiting the building the **Residential Life staff (RA's)** should knock on the doors of the residents of their floor and direct the residents to immediately leave the building.
- F. Evacuees should stand a minimum of three hundred feet from the building or where directed. Each University Building has a pre-designated assembly point. Staff and students should gather at the assembly point as soon as possible for further direction.
- G. You are required to cooperate with emergency personnel.
- H. Individuals with physical disabilities may remain in a building during an emergency evacuation only if they are non-ambulatory, or when elevator assistance is essential for their evacuation and such individuals are located either above or below the ground floor. Please advise the appropriate emergency personnel if you require assistance. All other persons with disabilities should evacuate.

Once the area and/or building has been evacuated, Emergency Personnel and Facilities Management Staff will be posted at all possible entrance points to prevent people from inadvertently entering a hazardous area.

If a search is needed, this will be performed by emergency personnel, who have been trained to deal with these types of situations.

When the situation has been resolved, emergency/security personnel will direct employees and students when it is safe to re-enter the building or provide further direction.

Please Note: The University Office of Public Affairs (Ext. 3526) will handle any press inquiries. University personnel are not authorized to make any statement to the press or news media.



feet from the floor and at the point of exit from each floor(s) of the building within each coordinator's area of responsibility;

4. receive training on the use of fire extinguishers;
5. have thorough knowledge of the assembly area for each coordinator's building and assisting supervisors in accounting for all personnel at the assembly point;
6. notify emergency personnel of anyone requiring evacuation assistance;
7. assist emergency personnel as needed; and
8. maintain and update the Fire Evacuation Information Plaque and insure that the poster is properly encased in the plastic holder and mounted appropriately in accordance with item #3 of this paragraph.

D. The Vice President for Administrative Services, Director of Compliance and Chief of Police shall maintain a current list of building Emergency Coordinators.

### **III. Reporting Fire and Emergencies:**

- A. If a fire is discovered, activate the nearest fire alarm and call the University Police at x4444.
  1. Give your name; the location of the emergency; and the nature of the emergency.
  2. If the fire alarm does not work, or the building is not equipped with one, dial x4444 and notify occupants verbally of the emergency and the need to evacuate.
  3. You should only attempt to put out the fire if you have been trained and are comfortable with using a fire extinguisher; otherwise, immediately evacuate the building.
  4. Hazardous equipment or processes should be shut down before leaving unless doing so presents a greater hazard.
  5. Remember to close all doors when leaving as long as conditions permit.

### **IV. Evacuation Procedures:**

- A. Evacuate via the nearest stairwell or street level exit.
- B. Do not use elevators.
- C. Each University building has a pre-designated assembly point.
- D. A plaque listing the emergency coordinator for each area of the building must be posted in each department.
- E. After you have left the building, go to the pre-designated assembly point and remain there.

1. At the assembly point, supervisors will account for all personnel and report any that are unaccounted for to the University Police.
- F. During an emergency, students and visitors who may not be familiar with this plan must be informed by faculty or department personnel of the requirement to evacuate.
- G. Special attention should also be given to any person requiring assistance because of a disability, especially those who are visitors or unfamiliar with the building.
1. People requiring evacuation assistance should proceed to the nearest stairwell and position themselves to the side of the stairwell.
  2. Emergency personnel will attend to their evacuation.
  3. In the unlikely event that a person needing evacuation assistance must be evacuated before emergency personnel arrive, the person shall be asked to instruct as to the safest method of evacuation for him or her.
- H. No one is permitted to reenter any building until the ranking police officer or commander on the scene has given the "all clear" message.

**V. Training:**

- A. Each Department Head is responsible for training its employees on all elements of this Emergency Action Plan.
- B. New employees will be given this document during orientation by Human Resources and must receive training when first assigned to the department.
- C. Additional training is necessary when an employee's responsibilities under the plan change or when there are changes to the plan.
- a. Additional training is available from the University Supervisor of Electrical and Fire and Safety.

**VI. Residence Halls:**

- A. The Associate Vice President for Student Services is responsible for establishing evacuation procedures for University students residing in residence halls, campus apartments and University sponsored housing.
- B. These procedures shall be in writing and made available to Conference and Event Services and all other departments that utilize the residence halls and/or campus apartments to house students, employees, or visitors. See Attachment 1.

**VII. Conference and Event Services:**

- A. The Director of Conference and Event Services is responsible for notifying groups who have contracted through them for space of the evacuation procedures for all areas they will be occupying.
- B. These groups must be notified of the evacuation procedures for the areas they will be occupying prior to the start of their event.

**VIII. Fire Drills:**

- A. The New Jersey Uniform Fire Code, as well as other State and local regulations and ordinances, require that the University conduct inspections and fire drills of campus buildings.
- B. These inspections and drills must conform to the regulatory requirements and must be properly documented.
- C. When discrepancies and/or violations occur, they must be identified and corrected.
- D. Violations include, but are not limited to:
  - a. failure of building occupants to exit a building;
  - b. disregard of fire alarms; and
  - c. disregard of a legitimate directive of police officers and other emergency personnel.

**IX. Fire Prevention:**

- A. The University prohibits, without prior approval, the use of open flames (i.e. Candles, incense, hot plates, etc) of any type, anywhere on campus, including sporting events.
- B. Exceptions to this Policy can be found listed on Attachment 2, included in this document.
- C. The procedure for obtaining approval requires the group to submit, in writing, a memorandum including the details of the event to the Dean, Chief of University Police, Area Vice President and Department Head.

**X. Postings:**

- A. The Monmouth University Fire Evacuation Information Plaque shall be displayed in each department area within the building.

**XI. Distribution:**

This Fire Evacuation Policy shall be distributed annually to all employees.

## ATTACHMENT B

### Bomb Threat Checklist for Phoned Threats

Exact message received:

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<b>Name of person receiving call:</b>	<b>Time:</b>	<b>Date:</b>
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<b>Caller's Identity:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Adult <input type="checkbox"/> Juvenile	Approximate age:
<b>Origin of call (if you can tell or ask):</b>	<input type="checkbox"/> Local <input type="checkbox"/> Long Distance	<input type="checkbox"/> Booth	<input type="checkbox"/> Internal (from within building)
<b>Vocal Characteristics:</b>	<input type="checkbox"/> Loud <input type="checkbox"/> Soft <input type="checkbox"/> Pleasant	<input type="checkbox"/> High Pitch <input type="checkbox"/> Deep <input type="checkbox"/> Raspy	<input type="checkbox"/> Intoxicated <input type="checkbox"/> Other
<b>Speech:</b>	<input type="checkbox"/> Fast <input type="checkbox"/> Slow <input type="checkbox"/> Distinct	<input type="checkbox"/> Distorted <input type="checkbox"/> Nasal <input type="checkbox"/> Slurred	<input type="checkbox"/> Stutter <input type="checkbox"/> Lisp <input type="checkbox"/> Other
<b>Language:</b>	<input type="checkbox"/> Excellent <input type="checkbox"/> Good	<input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> Foul <input type="checkbox"/> Other
<b>Accent:</b>	<input type="checkbox"/> Local <input type="checkbox"/> Not local	<input type="checkbox"/> Regional <input type="checkbox"/> Foreign	<input type="checkbox"/> Other
<b>Manner:</b>	<input type="checkbox"/> Calm <input type="checkbox"/> Angry <input type="checkbox"/> Emotional <input type="checkbox"/> Laughing	<input type="checkbox"/> Rational <input type="checkbox"/> Irrational <input type="checkbox"/> Belligerent <input type="checkbox"/> Righteous	<input type="checkbox"/> Coherent <input type="checkbox"/> Incoherent
<b>Background noises:</b>	<input type="checkbox"/> Machinery <input type="checkbox"/> Trains <input type="checkbox"/> Street <input type="checkbox"/> Office Machines	<input type="checkbox"/> Quiet <input type="checkbox"/> Music <input type="checkbox"/> Voices <input type="checkbox"/> Party Atmosphere	<input type="checkbox"/> Bedlam <input type="checkbox"/> Animals <input type="checkbox"/> Other

**QUESTIONS TO ASK:**

1. When is the bomb going to explode? When will the device function? When will the release occur?
2. What is the material involved? How much material is involved?
3. Where is it right now?
4. What does it look like? What kind of device is it?
5. What will cause the device to function?
6. Did you place the device? Why? Are there additional devices?
7. What is your name? What is your address?

## **ATTACHMENT C**

### **PROCEDURES FOR RESIDENTIAL LIFE STAFF TO ASSIST IN EVACUATION OF RESIDENCE HALLS**

1. In an effort to ensure safety and promote fire safety awareness in the residence halls, the following guidelines for staff have been developed to assist with evacuating the residence halls in the event of a fire alarm activation and/or actual fire.
2. When an alarm is activated, contact the University Police at x4444.
3. The Residential Life Staff should immediately proceed to exit the building via the nearest exit on their floor.
  - a. If possible and safety permits, the staff within the buildings, along with the staff on duty, should knock on the doors of the residents on their floor and direct the residents to exit the building.
4. Never use the elevator. Close the door as you leave the area/room.
5. The Head RA/RA should proceed to the front of the building and wait for the University Police to arrive.
  - a. If it has been determined by the University Police that there is no eminent danger, the staff can assist the police with monitoring the residents as they exit the building.
6. While outside, the University Police and the Residential Life Staff should instruct all residents to remain at least 100 feet from the building.
7. While assembled outside of the building, every effort should be made to determine if all residents have safely exited the building.
  - a. This should be coordinated by the Resident Life Assistant on duty, the Head Residential Life Assistant of the building, and the Area Coordinator of the building, if possible.
8. Once the University Police have determined that the alarm is false and the system has been reset, the officers shall notify the Residential Life Staff and residents to re-enter the building.
  - a. It should also be noted that if the alarm was set off as a result of a prank, the University Police will investigate and prosecute if warranted.

## **ATTACHMENT D**

### **MONMOUTH UNIVERSITY LIST OF EXCEPTIONS REGARDING OPEN FLAMES**

- A. Lighted candles shall be permitted for ceremonies, religious functions, cultural events, or honorary groups provided they have the written approval of the University Chief of Police.
  - 1. Lit candles shall never be left unsupervised.
  - 2. Candles shall be securely fixed in sturdy, approved candleholders or glass enclosures. (i.e. Hurricane lamps, etc.)
  
- B. Open flames used in assembly areas holding more than fifty (50) people shall secure written approval of the University Chief of Police and be in compliance with the requirements of the National Fire Protection Association (NFPA) Life Safety Code 101/13.72.
  
- C. Any open flames utilized by Facilities Management personnel in furtherance of their assigned duties.
  
- D. Food service operations, such as portable cooking equipment, shall be placed on a non-combustive surface.
  
- E. Laboratories are excluded from this policy, but extreme care should be exercised to ensure safe operations.
  
- F. Tailgating at sporting events.
  
- G. Bonfires, with the prior approval of the West Long Branch Fire Marshall and University Chief of Police.
  
- H. Open flame barbeque grills or propane tank barbeques for specific University events, such as Homecoming, with the necessary University approvals.
  - 1. The storage of propane or barbeque grills in any University owned or sponsored housing for students is strictly prohibited.
  - 2. The storage of propane or barbeque grills inside a University building requires the written approval of the Monmouth University Chief of Police, and shall comply with NFPA 58.
  
- I. Pyrotechnic and open flame devices for special effects with the written approval of the Monmouth University Chief of Police.
  - 1. Consideration shall only be given for areas in which there are fire sprinklers.