



Policy Source: Gwinnett Tech	Owner: Chief of Police	Effective: 1999
Division: Technology & Operations	Reviewed: 6/2005, 8/2009, 2/2010, 2/2018, 4/2019, 12/2020, 4/2024 Revised:	

7.3.2 GT Bomb Threat Emergency Response

Approach to Threats of Bombings

- a. Unfortunately, bombings and the threat of bombings in a school environment have become commonplace. Bomb threats create a dilemma for college administrators. The callers can range from pranksters who are attempting to avoid a test, with absolutely no intention of setting off a device, to the “terrorist” who is determined to create mayhem.
- b. If the threatening calls are not taken seriously, the administrator runs the risk that a device may explode after a warning was discounted. Students may die or suffer injuries, and the administrator may appear negligent.

The following steps should be taken in the event a threat has been received:

Emergency Procedure for Threat of Bomb

- a. Notify the Campus Police dispatch at (678) 226-7377 Lawrenceville campus ,470-282-5440 Alpharetta North Fulton campus immediately. He or she in turn will notify the senior administrator on campus.
- b. Staff and Faculty will be notified either by using the color-coding system or individually via email. At that time Staff and Faculty should quickly look for suspicious objects, devices, noises or disturbances while a determination is made on evacuation of the building.
- c. One person (Chief of Police, police dispatch) will notify Law Enforcement, Emergency Medical Service, and Fire Department. Give all details available at that time and continue to act as liaison during the incident.
- d. If a device or suspicious item is found, Law Enforcement will handle the removal. **Do not tamper with any suspicious item or device. Do not use radio or cellular communications devices.**

- e. Staff and faculty should assist with evacuation of the building when ordered to do so by the Chief of Police.
- f. Instructors should account for everyone. Instructors and staff should not allow anyone to return into the building until it is cleared by law enforcement officials.
- g. Remain at the outside location (a minimum of 1000 feet from the building) until given the all clear by a Senior Administrator or Chief of Police.

1. All procedures listed in the Bomb Threat section above should be followed. In addition, the person taking the threat call should use the following checklist to gather as much information as possible relative to the threat and to the caller.

a. Bomb Threat Checklist

- When is the bomb going to explode?
- Where did you place the bomb?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause the bomb to explode?
- Did you place the bomb?
- What's your name?
- What is your address and telephone number?

b. Identifying Caller Information

Sex of the caller _____

Accent (if detectable) _____

Time of call _____

Did the caller sound like an adult? _____

Child? _____

Background sounds heard during the call _____

Record as many of the caller's exact words as possible _____
