Appropriate action should be taken in each case to provide for the safety of employees, students, the public, and property and to locate the suspected explosive or incendiary device so it can be neutralized.

**Bomb Threat Call**
If you receive or discover a bomb threat, *IMMEDIATELY DIAL 911* and notify the Campus Director and Emergency Coordinator.

DPS in general does not recommend that buildings be evacuated as a result of bomb threats. This, however, does not preclude evacuation under certain circumstances. Factors to be considered in a decision to evacuate include, but are not limited to, the message received (urgency, exactness, plea, specific location within the building and any specific description of the device), current conditions globally and nationally, and if it is a personal vendetta.

**Notifying Management**
The person receiving the call must notify immediately the Emergency Coordinator as well as the Campus Director, they will then communicate the rest to the Executive Management Team for action to be taken.

**Bomb Search**
If a suspicious object is located and thought to be a bomb, immediately call 911 and contact the Emergency Coordinator and Campus Director, whom with the approval of the President will contact the local law enforcement agency.

**Evacuation Determination**
While the responsibility for action rests primarily with the law enforcement agency, the Emergency Coordinator is prepared to warn employees. The President with input from law enforcement agency and the Executive management Team will decide whether or not to evacuate after a bomb threat and which pre-designated assembly point to send the people who are evacuated. Evacuation should be carried out as if there was a fire. Do not mention “Bomb Threat”.