2.3 Bomb Threat Procedures

Policy Statement

There is no formal policy statement for this topic. However, procedures and other information are provided below.

Reason for policy

The purpose of this policy is to provide the University of Georgia Community with the information that will guide them in their response to a bomb threat or suspicious package incident.

Procedures

The motive behind any threat does not necessarily mean an act will be carried out. Still, making threats is a crime and the risk to life and property is significant enough that all threats must be treated as real. The UGA Police Department understands the implications a threat has to business and daily activities, and the police department's goal is to address the safety concern and return the unit area back to normal as efficiently and as safely as possible.

Bomb threats can be made in a variety of ways and can be shared via a telephone call, in writing, or as an email. Regardless of the method used in communicating a threat, the police department will rely on information obtained by the recipient to investigate the event. It is important for the receiving party to document and protect information that will be helpful in investigating the act.

Telephone Threats – The employee receiving the call should attempt to obtain key information that can be used to later validate the threat and to later identify the caller. A bomb threat check list is available to assist with this process.

Written Threats – All hand written or type written threats to include any envelopes should be treated as evidence and handled as little as possible.

E-mail Threats – If a bomb threat is received by email, do not take any additional actions using the computer. Leave the computer powered on and secure the computer from other users as best as possible. Do not allow anyone to touch the computer unless it is necessary to gain information about the threat.

If a bomb threat is received:

o Stay calm and do not panic.

o Call the University of Georgia Police Department immediately by dialing 911 or (706) 542-2200.

o Notify an official at the building you are in.

o Leave the environment as it was when the threat was received. **Do not** activate the fire alarm system as means to notify other building occupants of an emergency. **Do not** turn on any electronic equipment, computer equipment or lights.

o A University of Georgia police officer will meet with you to further assess the threat and take any subsequent actions to include initiating building evacuation and subsequent searches of the building or area. The officer may request assistance from a designated building representative who is familiar with the building and can best determine anything out of the ordinary.

Suspicious Packages

Packages in support of university operations take various shapes and sizes. The United States Postal Service has produced a pamphlet to assist in identifying suspicious packages when the package itself is suspect.

The University of Georgia Police Department has the trained personnel and equipment to investigate and resolve incidents involving suspicious items. If you receive or observe a suspicious letter or package,

o Do not panic and do not open the package or envelope. If you have opened it, remain calm.

o Call the University of Georgia Police Department immediately by dialing 911 or (706) 542-2200.

Additional Contacts

For campus emergencies, call 911. The University of Georgia Police Department may also be contacted at 706-542-2200. The UGA Police Department website is https://police.uga.edu

Responsibilities

The Chief of Police has the responsibility of providing for the safety of students, faculty, staff and visitors at the University of Georgia.

Responsible University Senior Administrator: Vice President for Finance and Administration

Responsible University Administrator: Senior Associate Vice President for Finance and Administration and Budget Director

Policy Owner: Chief of Police

Policy Contact: P. Daniel Silk, Chief of Police

Phone Number: 706-542-1032

Policy Dates

Effective Date:

Date Last Updated: 06/10/2022

Date of Last Review:

Date of Approval:

Previous Version of Policy: