

**NEW COLLEGE OF FLORIDA  
REGULATIONS MANUAL**

**CHAPTER 3 - Administrative Affairs**

**3-6003 Bomb Threat Policy**

The increasing incidence of bomb threats made against College buildings and activities necessitates the creation of a policy designed to cope with such activity. While the vast majority of threats received are false and intended to disrupt the normal activities scheduled at the facility; one cannot assume that the caller does not have definite knowledge of an explosive device and is sincere in his desire to minimize personal injury.

- (1) The Penalty. Chapter 790.164, Florida Statutes provides that It shall be unlawful for any person to make a false report with the intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, or deadly explosive, or concerning any act of arson or other violence to property owned by the State. Any person violating the provisions of this subsection shall be guilty of a felony of the second degree, punishable as provided in Chapter 775, Florida Statutes.
- (2) There shall be a \$5,000 reward for the giving of information to any law enforcement agency in the State, which information leads to the arrest and conviction of any person violating the provisions of this section. Any person claiming such reward shall apply to the law enforcement agency developing the case and be paid by the Department of Law Enforcement from the deficiency fund.
- (3) In an effort to deal with this problem in a coordinated manner whereby the potential for life or property loss is minimized, the following procedure is established.
- (4) Procedure
  - (a) Receipt of Bomb Threat called directly to College Building or College Switchboard
    1. Secretary/Operator Responsibility. The most important single factor to keep in mind upon receipt of a bomb threat is to remain calm - the information gathered at this point is absolutely essential.
    2. Complete the checklist for bomb threats. Retain a copy as it will be used by the University Police.
    3. Immediately after the caller hangs up, the person receiving the call should report this information to their supervisor and call the University Police. The supervisor should at this point inform the appropriate Dean, Chairperson, as well as, the Vice President of Finance and Administration.
  - (b) These procedures should be followed immediately, as any delay would only serve to increase the risk factor.
- (5) Threat Evaluation. Unfortunately, there is little reliable information to assist in differentiating between a bomb hoax and legitimate warning. As the primary responsibility and authority for handling bomb threats rests with the University Police, the following guidelines will be in effect:

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- (a) The Senior University Police Official, or his designee, shall immediately gather and evaluate all available facts and information to determine the most reasonable course of action to be followed. In arriving at this decision, the Senior University Police Official shall discuss the need for evacuation of the building with the administrative official in charge of the building.
- (b) If, in the opinion of the administrative official in charge of the building, an evacuation is necessary, such action will be implemented immediately.
- (c) If the Police Department has information or knowledge which might substantiate the threat, immediate evacuation shall be required. This decision will be final.
- (d) In all cases where total evacuation is NOT ordered, the Senior University Police Official, or his designee, shall immediately communicate this decision to the Vice President for Finance and Administration for review and concurrence.

(6) Evacuation

- (a) If the recommendation is to evacuate the threatened structure, all occupants will be advised of the threat by Police personnel and advised to immediately leave the building.
  - 1. All occupants should, prior to leaving, look for any unusual or suspicious objects, activities or persons and report same to Police personnel arriving on the scene.
  - 2. Personal possessions such as attaché cases, purses, or other handbags should be removed by the owner when departing the building.
  - 3. Persons evacuating from a building will be required to remain at least 100 yards from the building until an approved reentry is announced.
  - 4. Police personnel will conduct a search for an explosive or incendiary device.
- (b) If the recommendation is not to evacuate the threatened structure, the following shall apply.
  - 1. The building supervisor, or his/her designee, shall immediately notify or cause to be notified, all building occupants of the receipt of the threat and offer an opportunity for each individual to make a decision as to remaining or leaving the building.
  - 2. All occupants will make a visual inspection of their rooms and will immediately notify the University Police of any unusual, suspicious or unidentifiable object. Any such object being located will cause a reevaluation of the need for mandatory evacuation.
  - 3. Police personnel will search the exterior of the building, the basement, stairwells, elevator shafts, closets, restrooms, and all areas readily accessible to the public.

(7) The Search

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- (a) Cooperation between the Police Officer on the scene and the facility personnel should be utilized in the search for an explosive device. This will serve to expedite the search.
  - (b) The search will be coordinated by the Senior University Police Official on the scene.
  - (c) Areas housing critical equipment/machinery should be searched by personnel most familiar with the areas and the equipment. Staff members should be designated to search areas within their respective buildings.
  - (d) It is imperative that building personnel involved in the search be instructed that their job is only to search for and report suspicious objects; they should not move, jar, or touch the object or anything attached thereto. If any suspicious device is found, the Senior University Police Official on the scene should be contacted immediately.
  - (e) If the building has been ordered evacuated, all search procedures should be discontinued 15 minutes prior to the time of the threatened detonation and not resumed until 30 minutes thereafter.
  - (f) The Senior University Police Official will determine when the building is to be reopened. After reentry occupants of assigned areas should be alert for unusual objects and report immediately if such an item is found.
- (8) Reassignment of Space for Disrupted Classes. The Registrar will assist in every way possible in relocating classes which are evacuated because of bomb threats. Should some faculty feel their needs are unique, they may call the Registrar no earlier than one week prior to an exam, and an attempt will be made to secure some alternate space, on a space available basis. At the actual time of the bomb threat, calls may be made directly to the University Police for information and possible relocation. Every effort will be made to provide for classes and those involved in final exams shall be given priority wherever possible. The Registrar would appreciate being notified of any scheduled classrooms not being used during the final week of the quarter.

*Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Stat. 790.164; Fla. Board of Governors Regulation 1.001*

*History: Adopted 04-27-02, as Policy 6-002; Revised and renumbered 06-29-10; Revised 03-11-17 (technical amendment)*