# Aiken Technical College Procedure

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<th>Procedure Title:</th>
<th>SAFETY PROGRAM - BOMB THREAT</th>
<th>Procedure Number:</th>
<th>2-3-104.3</th>
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<td>Institutional Authority:</td>
<td>Vice President of Administrative Services</td>
<td>Governing ATC Policy:</td>
<td>2-3-104</td>
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**DISCLAIMER**

Pursuant to Section 41-1-110 of the Code of Laws of SC, as amended, the language used in this document does not create an employment contract between the employee and the agency.

I. In the event a College member receives a bomb threat via telephone or other means, the recipient of the threat should remain as calm as possible, write the information down as received, and ask questions. The recipient should try to obtain the following information:

   a. The exact words of the caller.

   b. The exact location of explosives and time set to go off.

   c. The time call was received.

   d. The sex and accent of the caller.

   e. The age and education.

   f. Location of caller and background noises.

   g. Speech impediments (e.g. intoxicated, lisp, etc.)
h. Attitude of caller (e.g. calm, excited, etc.)

i. Any additional information that might be helpful. Ask for the caller for their name - remind the caller that the building is occupied and the detonation of a bomb could result in death or injury to innocent people.

j. The recipient of the call should notify the Security Department through the Emergency Response System (1111) immediately. Give the Security Department information contained in the threat, your name, location, and phone number.

k. The Security Department shall contact the Director of Safety and Security to discuss further action.

II. The Security Department and Director of Safety and Security shall take the following actions.

a. Security will notify the Sheriff’s Department and request assistance.

b. The Directory of Safety and Security will immediately notify the following personnel who shall become the “Emergency Action Team”:

President  
Security Personnel  
Campus Engineer  
Vice President of Administrative Services  
Resident Aiken County Sheriff’s Office Deputy  

c. Make decision whether or not to sound the emergency and evacuate buildings. In the event the emergency is sounded, it should be followed immediately with announcement to evacuate. Evacuation procedure (ATC procedure 2-3-104.4) should be followed.

d. Once the buildings have been cleared of personnel, the Director of Safety and Security will work with those who are professionally trained in such matters (Bomb Squad, SLED, etc...) to systematically search buildings in an effort to locate the bomb.

e. Should a bomb or suspicious device be located during the search, its location should be reported to the Director of Safety and Security. Once reported, the area or building should be secured to ensure no one enters or goes near any of the buildings until the entire area has been cleared.
f. Upon completion of search and reasonable assurance that buildings and areas are clear, the all-clear signal may be given and classes and normal working conditions can resume.

III. Other Guidelines

a. All administrative and supervisory personnel are to report emergencies to the President. They should also be reminded not to speak to outsiders, especially to the media, on the behalf of the College.

b. The President and the Vice President of Administration Services are to be informed immediately of existing emergencies. Complete details are made available to them including: What it is, how it began, who is involved, what is happening now, and what help has been called for.

c. The President and any other person involved shall confer and decide on the appropriate action.

d. All calls from the media are to be referred directly to the President’s Office.