

## BOMB

If an object suspected to be a bomb is found:

1. Contact the President (ext. 3383) or designee outlined in the Continuity of Administration section.
2. Isolate the area.
3. Do not attempt to handle any suspected explosive device – leave that to a qualified bomb technician.
4. Turn off your cell-phone and/or two-way radio and instruct those in the area to do the same.
5. Do not try to evacuate the area without authority from the President (or designee).

If an evacuation is ordered, employees and students should observe the following guidelines:

1. Safely stop your work;
2. In order to facilitate the identification of unusual objects, gather personal belongings **if it is safe to do so** – take prescription medications out with you if at all possible;
3. If safe, close classroom doors, office door, and window, but do not lock them;
4. Use the nearest exit;
5. Proceed to the designated Emergency Assembly Area and report to your roll taker – **DO NOT LEAVE THE ASSEMBLY AREA UNTIL TOLD TO DO SO**;
6. Wait for any instructions from President or emergency responders;
7. Do not re-enter the building or work area until you have been instructed to do so;

If a bomb explodes within a building:

1. Observe area to identify safe entry points (be aware of the potential for structural collapse);
2. If you are qualified, render first aid;
3. Call 911;
4. Notify President (or designee) at ext. 3383;
5. Notify District Office at (618) 393-2982.
6. Evacuate the campus.