

**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 6/02, 3/11, 3/17, 6/19

No: 2-B-100-01

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Administrative Unit: Administration

Approved By:



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President

SUBJECT: Allen College Campus Bomb Threat Procedure

PURPOSE: To set guidelines to be followed in the event a bomb threat is received on the Allen College campus.

EFFECTIVE FOR: Faculty, staff, students, UnityPoint Health employees, and guests

POLICY: All threats whether received by phone, letter, email or some other form of media should be taken seriously, and the implementation of the policy should be immediate.

PROCEDURE:

Threat Received by Phone

- Prolong the conversation as long as possible.
- Try to get the attention of someone near you to notify authorities.
- Record the exact words of the caller.
- Pay attention to distinguishing background noises such as birds, bells, voices, music, etc.
- Note distinguishing voice characteristics such as male/female, young or old, hoarse, high pitched, etc.
- Ask where and what time the bomb shall explode.
- Ask where the bomb is located.
- Ask the caller's name, address, etc.
- Note if the caller indicates knowledge of the college or hospital by their description of the location.
- Call Allen College administration and follow evacuation procedures found in this policy. If you were the associate who received the threat proceed to the fire station (command center) to meet with police.

Threat Received by Mail

- When written correspondence is received, do not pass correspondence to others. No one should further handle the document. Do not handle the document any more than necessary and handle by a corner.
- Note the time and date concerning the bomb, if any. If time warrants take the correspondence to the administration office and they shall call security immediately, the hospital president and local authorities.
- If time is of the essence call Allen College administration and follow evacuation procedures found in this policy. If you were the associate who received the threat proceed to the fire station (command center) to meet with police.

Threat Received Electronically

- When electronic correspondence is received via text or email, do not pass correspondence to others.
- Note the time and date concerning the bomb, if any. If time warrants take the correspondence to the administration office if possible or bring them to your workstation to view the email. Administration shall call security immediately, the hospital president and local authorities.
- If time is of the essence call Allen College administration and follow evacuation procedures found in this policy. If you were the associate who received the threat proceed to the fire station (command center) to meet with police.

Evacuation Procedures

Evacuation procedures are implemented when a bomb threat is received as indicated on the previous page. All buildings must be evacuated to maintain a safe distance. The main priority is to move everyone out and away from the buildings

Administration Office Personnel:

- Call hospital operator (extension 0) to alert security and the president's office of the bomb threat and the house supervisor of the additional personnel being moved to the hospital because of the possible disaster.
- Call the business coordinator responsible for facilities scheduling to check events schedule and alert the custodial staff to assist with evacuation procedures.
- Call the enrollment management office to alert them to begin evacuation procedures.
- Use one of the fire alarm panels located at the main entrances of Winter Hall, Gerard Hall and Barrett Forum to make a general announcement asking individuals to evacuate the building to the designated emergency area (Allen Memorial Hospital cafeteria) leaving their vehicles in the parking lot.
- Obtain the search kit (stored in Winter Hall custodial closet behind warming kitchen containing tape, search log, pencil and paper, flashlight and small floor plans for all buildings) and floor plans from Barrett Forum IT closet to take to the fire station and wait for security/Waterloo Police Department. If any floor plans are missing, contact plant services for copies on the maintenance cell at (319) 464-6437.
- Alert administration at:
 - Hy-Vee Gas (319) 833-5537
 - Allen Women's Health Center (319) 235-5090
 - Hy-Vee Food Store (319) 234-8627
 - Subway (319) 234-7030
 - **ask Subway to contact other adjacent businesses
 - Northcrest Specialty Care facility (319) 234-4423

Enrollment Management and Business Office Personnel:

- Call the Library, Winter Hall faculty office, and Gerard Hall faculty offices to alert them to begin evacuation procedures.
- Assist with evacuating occupants from all offices and classrooms in the buildings instructing them to go to the cafeteria at the hospital to wait for further instructions and to leave their vehicles in the parking lot.
- Contact the faculty and/or staff in McElroy Hall instructing them to evacuate all employees, students and guests in the building instructing them to go to the cafeteria at the hospital to wait for further instructions and to leave their vehicles in the parking lot.
- If the faculty/staff are not available, McElroy Hall and evacuate the building(s).
- Post personnel at the corner of Heath Street and US Highway 63 and Health Street and Donald Street to divert traffic until the police arrive.
- Once the police arrive to divert traffic, student services personnel shall go to the cafeteria at the hospital to wait for further instructions.

Library Personnel:

- Evacuate all individuals from the library and computer lab instructing them to leave their vehicles in the parking lot and go to the cafeteria at the hospital to wait for further instructions.
- Assist with evacuating other occupants from the buildings in the classrooms, labs, study rooms and board room.

Search Procedures

These procedures will be implemented only under the direction of the Waterloo Police Department. The command center will be set up at the fire station where key Allen College personnel have been evacuated to.

- A. After the basic details are provided by the call, letter receipt, or electronic delivery, the President or the appointed representative shall make all the necessary decisions, issue orders and prepare for the arrival of emergency assistance. The Waterloo Police Department shall be put in complete authority upon arrival and have total cooperation from Allen College personnel. College personnel with master keys shall be available along with the master floor plans of the college.
- B. Security shall be maintained to allow no one in the building or the building's location such as parking lots, streets, etc.
- C. Search shall be divided into sections consisting of the following:
 1. Gerard Hall first floor classrooms, bathrooms and lower mechanical rooms
 2. Gerard Hall rotunda and auditorium
 3. Gerard Hall second floor classrooms, bathrooms, offices, cantina and stairwells
 4. Winter Hall first floor classrooms, bathrooms, and custodial and mechanical rooms
 5. Winter Hall second floor classrooms, bathrooms, conference rooms, offices and custodial closets
 6. Barrett Forum office areas, conference room and student center
 7. Barrett Forum classrooms, labs and board room
 8. Barrett Forum computer lab and library
 9. Barrett Forum mechanical rooms (library and kitchen) and kitchen
 10. McElroy classrooms, observation areas, offices, gymnasium, conference rooms, custodial closets, bathrooms and breakrooms

- D. All public areas should be searched thoroughly with attention given to any area specifically noted by the threat. No one should be allowed in the area once search has started.
- E. While search is being conducted, notes shall be taken regarding scope of the search such as room number/name, indications of how the room was searched, what cabinets or room items were searched and any other pertinent/relevant information.
- F. Marking of the searched areas
When an area search has been completed, the area shall be marked with a ½ inch of tape on the lower corner of the doorframe opposite the door handle.
- G. Once the entire area has been searched, the area shall be searched again checking first to see that the tape has not been disturbed, revisiting each area moving in the opposite direction from the first sweep. For example, the search was started in the McElroy Board classroom and the room was entered and searchers move to the west looking under the tables and proceeded around the room and finished by searching the cabinets last. The final sweep should start with the cabinets and move around the room finishing with the tables. Once the final sweep has been completed, the tape should be removed.
- H. The elevator in Gerard Hall should be kept available for local authorities.
- I. In the event an item is found that could be a bomb
- Do not touch it.
 - Do not key radios.
 - Remain calm and alert.
 - Quietly and cautiously leave the room and clear the area.
 - Isolate the area by gently closing any doors to the area.
 - Obtain professional assistance.
 - Clear the building location of all non-essential personnel.

General Statements/Media and Emergency Notice

- Only the individual in charge of the overall scene should make statements to **anyone**.
- No overall comments or concerns should be voiced to the media or bystanders.
- Do not sign any statements of any type.
- Any observations, concerns, or comments should be made to the person in charge or the college personnel in contact with the situation commander.
- Emergency notice message will be determined by the individual in charge with approval of Waterloo Police Department. Once approved, the message will be sent out through the emergency mass notification system to notify all students, faculty and staff of a possible threat on campus
- Only the incident commander will declare the building clear and safe to re-enter.