



<b>Date Created:</b>	8.25.2009
<b>Category:</b>	Emergency Response
<b>Revised:</b>	6.23.2010
<b>Approved by COO:</b>	9.15.2010

---

**Subject: Bomb Threats**

Page 1 of 2

---

**Purpose:** To ensure that all UPI employees know what to do in case of a bomb threat.

**Policy:** The person receiving a bomb threat should not attempt to make a judgment of the call's validity. What may appear on the surface to be a hoax may be planned to appear just that way. All parties in the building should follow through with the established procedures, regardless of appearances. Cooperation with the emergency agencies, training of employees, and testing of the procedures periodically will hold the potential risk to a minimum.

**Procedures:**

**TELEPHONE THREATS**

- When a bomb threat is received by telephone, immediately ask the caller the questions listed on the Bomb Threat Check List. This information will be extremely helpful to the Police. After the caller has hung up immediately fill out the remaining portion of the Bomb Threat Check List. This information will also be extremely helpful to the Police.
- Call 911, then call the Property Manager and inform them that you have received a bomb threat.
- DO NOT MAKE STATEMENTS TO NEWSPAPERS, RADIO OR TELEVISION NEWS. LEAVE THAT TO THE POLICE.

**WRITTEN THREATS**

- Written threats are less frequent than telephone threats but must be considered just as carefully.
- Avoid physical handling of the written threat. Evidence will be analyzed by the Police department for finger prints, postmarks, handwriting, and typewriting.
- Call the Property Manager and inform them that you have received a written threat.
- Evacuate the building.
- Do not use cell phones or radios within 300 feet of the area suspected of containing explosive device.
- Check for, but do not disturb, unusual objects as you depart the office. Report unusual objects to the Property Manager or Emergency Personnel.
- Do not enter building until authorized by the Property Manager or Emergency Personnel.



<b>Date Created:</b>	8.25.2009
<b>Category:</b>	Emergency Response
<b>Revised:</b>	6.23.2010
<b>Approved by COO:</b>	9.15.2010

**SUSPECTED DEVICE FOUND**

If a suspected device is found, do not touch it. Contact 911 and clear the immediate area. Guard the area until a Police officer checks the device.

Two way radios should never be utilized in the area of a suspect device.

**SEARCH PROCEDURES**

If the location is unknown, the Property Manager will implement search procedures. These areas include, but are not limited to, mechanical rooms, stairwells, and exterior areas.

**Renewal/Review:**

This policy is to be reviewed every year. In the event that significant related regulatory changes occur, the policy will be reviewed and updated as needed.

**Governance:**

Property Manager is responsible for adoption and/or implementation of this policy.