



**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

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Title: BOMB THREAT	Code: GG0306
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Policy Reference: G0404, Employee Environmental Health and Safety

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Bomb threats are considered a serious problem because of the danger of human injury and death, damage to structures and interruptions to normal operations. The principal school official present at a campus location will make the decision as to the procedure to be followed (without or with evacuation) upon review with the Public Safety Department and available intelligence information.

1. All threats received at any MATC campus should be reported to the Public Safety Department's ERC at Extension 76200. Dispatcher will notify the office of the Chief of Public Safety (Milwaukee Campus) and/or the office of Operations manager who will be responsible for immediately calling local police.
2. The office of Public Safety (Milwaukee Campus) or the office of Operations manager will alert principal school official present and persons on the Emergency Situation Notification List regarding the threat. An Emergency Situation List is to be utilized for each campus and a copy sent to the chief of Public Safety of the Milwaukee Campus.
3. The principal school official will discuss the threat with police upon their arrival and comply with their directives.
4. The person who received the bomb threat must immediately file a Bomb Threat Report (64:51) with the Public Safety Department on the Milwaukee Campus or the Operations manager at the regional campuses, depending on where the threat was received. A copy of all bomb threats reported at the regional campuses must be forwarded to the Chief of Public Safety within 24 hours after the threat.

**Bomb Threat Procedure (Without Evacuation)**

1. Under the direction of the Chief of Public Safety, or designee, at the Milwaukee Campus, or Operations manager or designee at the regional campuses, a quiet search using appropriately selected and trained employees will be conducted.
  - A. Assign searchers areas of responsibility.
  - B. Searchers are to report back when they have completed their assigned areas.
  - C. Searchers are to immediately report the location of any unusual or suspicious packages or objects. (They should not touch them).
2. If a suspected bomb is found, buildings should be evacuated.



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**Bomb Threat Procedure (With Evacuation)**

1. Evacuation of buildings is the responsibility of the Chief of Public Safety or designee at the Milwaukee Campus and the Team Leader or designee at the regional campuses.
2. An announcement will be made over fire evacuation system that evacuation of buildings is necessary and that all persons must evacuate to designated safe havens. "Bomb Threat" will not be mentioned in announcement.
3. The chief of Public Safety or designee will keep the president informed as to actions taken at the Milwaukee Campus. The Operations manager or designee at the regional campuses will keep the president informed as to actions taken when the threat is at another campus.
4. A police bomb team will conduct search with assistance from MATC personnel as requested.
5. After the search has been completed and the threat has been completely analyzed, the Chief of Public Safety or designee (Milwaukee Campus) or team leader or designee (regional campus) will announce when buildings may be reentered.