

BOMB THREAT ACTION PLAN

IF YOU RECEIVE A CALL:

- Remain calm; keep the caller on line for as long as possible.
- **DO NOT HANG UP**, even if the caller does.
- Listen carefully, be polite and show interest.
- Fill out the Phone Threat Checklist (if applicable)
- Upon termination of the call, do not hang up but from different phone contact BDP and Campus Safety Office.
- Do not activate fire alarm, touch or move a suspicious package.



EVACUATION PROCEDURES

1. Evacuation orders to be distributed via OKWU Alert Notification System.
2. **Do not** activate the building fire alarm system to achieve evacuation.
3. Remain calm but act quickly.
4. Promptly turn off computers in safe shutdown condition before leaving.
5. Turn off gas and electrical devices if safe to do so.
6. Spread the word of the evacuation order to others as you exit the building.
7. Remember to take personal belongings with you.
8. Exit the building by the shortest route.
9. Exit campus if directed through the OKWU Alert Notification System.
10. You may use your vehicle to leave campus, unless directed otherwise through the OKWU Alert Notification System.
11. Wait for the OK to re-enter the building via OKWU Alert Notification System.
12. After the bomb threat, building heads will be responsible for gathering information on their employees and reporting to Kyle White

BARTLESVILLE POLICE DEPARTMENT PHONE # (918) 338-4001

CAMPUS SAFETY OFFICE EMERGENCY PHONE # (918) 876-2529

