

1. Bomb Threat Protocol

- A. If there is a bomb threat in the future:
- B. Convene Crisis Prevention Team Leads
- C. Investigate and confirm if threat is real
- D. Contact local authorities – evacuation/search/traffic control
- E. Check evacuation routes
- F. Deploy evacuation team
- G. Announce evacuation over the PA system
- H. Notify other MCC locations about the threat
- I. Communication flow
 - (1) PA announcement – three times (re: loud, evacuate entire campus, take belongings)
 - (2) RAVE message
 - (3) Email
 - (4) MCC Portal – regular updates (default)
 - (5) Sweep of building
- J. Parking lot – set up barricades to direct traffic, call MPD for traffic control
- K. Stop public transportation to campus
- L. Contact Baker College regarding students with no rides – safe, warm location
- M. Notify local Neighborhood Community Safety Association
- N. Follow up:
 - (1) Email message to staff with updates
 - (2) All clear message when appropriate
 - (3) Incident closure notice with details
- O. Debrief