
Adopted, September 1, 2026

I. INTRODUCTION

In order to be prepared for a bomb threat, the following procedures have been established to: determine how and by whom a bomb threat will be evaluated; establish a chain of command for bomb threat situations; describe the procedures to be followed if facilities are to be evacuated; assign responsibility for searching facilities; and provide updates to key administrative staff on appropriate responses to bomb threats.

II. PROCEDURES

A. If a Bomb Threat is Received:

1. If the bomb threat is received, the individual should gather and record as much information as possible and then contact 9-1-1 immediately. 9-1-1 will contact Sandhills Campus Police. Sandhills Campus Police will contact the Executive Vice President or next available administrator who will immediately notify the President.
2. The President, or in his/her absence, the next available administrator and Sandhills Campus Police shall evaluate the threat and determine the appropriate action to be taken. The administrator in charge shall notify and issue instructions to the following personnel: Sandhills Campus Police and the Physical Plant.
3. The College will be made aware of the potential bomb threat using the College's emergency notification system.
4. Upon notification of the potential bomb threat, employees and students should look for suspicious items in their immediate location. If a suspicious item(s) is observed, individuals should immediately contact 9-1-1. Individuals should not touch the suspicious item(s).
5. The building(s) may be evacuated, if necessary.

B. If Facilities are to be Evacuated:

Evacuation notices will be announced by the College's emergency notification system.

College employees are encouraged to assist in clearing the buildings of people and then exit themselves.

Members of senior leadership, Sandhills Campus Police, and Physical Plant personnel will remain on campus. Sandhills Campus Police will remain in contact with 9-1-1.

Physical Plant personnel will assist emergency response personnel to search and clear buildings, if requested.

All students, and those employees not required to remain on campus, should evacuate the campus and remove their vehicles.

The President or administrator in charge shall determine when the College shall return to normal operations. Employees and students will receive notification when the College is set to reopen.