

**Policy Number/Title:** 6.2.2 Bomb Threats  
**Effective Since:** 10/01/2016  
**Last Revision Approved:** 07/23/2025  
**Responsible Office:** Winthrop University Police Department

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### **1. Scope:**

Winthrop University community, faculty, staff, students, and guests.

### **2. Definitions:**

This section was intentionally left blank.

### **3. Policy:**

Purpose:

The purpose of this plan is to establish the policy and procedures to be followed in the event of a bomb threat to the university. Whether this threat is received via telephone or through other means, quick, decisive action by all employees will help minimize potential loss of life, injury, destruction of university property, and disruption of scheduled activities.

Priorities:

In the event this incident occurs, the Winthrop University Police Department officers will work with Facility Management personnel to search and identify any suspicious packages or items construed to be of explosive nature.

If an explosive device is found, the Emergency Management Team will be activated and begin working towards facilitating and coordinating updates and communication for all recovery plans related to the functional areas of the university.

### **4. Procedures:**



#### Expectations for Employees and Students:

In the event of a bomb threat the faculty, staff, and students should respond according to the information provided by first responders and any of the emergency notification systems.

If an employee or student receives the actual bomb threat, they should respond as follows:

1. Call 323-3333 or come to the Winthrop University Police Department to report the incident
2. Evacuate the building when instructed by the Winthrop University Police Department, Residence Life, or the designated Building Coordinator
3. Complete a bomb information report sheet that will be provided by the Winthrop University Police Department
4. Await further orders from the Winthrop University Police Department or the Emergency Notification System

#### Communications:

Winthrop University may communicate with the campus community by any of the following means:

1. ALERTUS Notification System — Beacons within campus buildings, also includes instant messaging system for the campus' networked computers and display boards.
2. WU Alert - Blackboard Connect text/SMS and voice messages for all subscribers
3. E-mail — Messages to faculty/staff/student distribution lists
4. Web — Updates on [www.winthrop.edu](http://www.winthrop.edu) and detailed information on [www.winthrop.edu/emergency](http://www.winthrop.edu/emergency)
5. Campus Alert Line — Recorded message on 803/323-2222 with detailed information, primarily for individuals without access to a mobile device, computer, etc.
6. Face to Face — Direct contact by emergency responders
7. Runner — Group contact by individuals moving from area to area
8. Media - Communication via local radio and television stations

#### Responsibility and Control:



When a bomb threat is received the Chief of the Winthrop University Police Department or designee will act as the coordinator for all activities in the emergency area. The coordinator, upon receiving notification of a bomb threat will:

1. Advise the Vice Presidents of Student Affairs and Finance and Business. The Vice President of Student Affairs will notify other parties as appropriate.
2. If necessary, notify Rock Hill Police, Rock Hill Fire, the Rock Hill Bomb Unit, FBI, and SLED.
3. Appoint and supervise a search team for the emergency area.
4. Identify a "Hot Zone" and set up inner and outer perimeters.
5. Evacuate the emergency area if necessary.
6. If a device is found, re-evaluate the perimeters and notify the Bomb Unit.
7. Determine the safety and security of the area so normal activities can resume.

#### Emergency and Training Plans:

When a bomb threat is received, the Chief of the Winthrop University Police Department or designee will act as the coordinator for all activities in the emergency area. The coordinator, upon receiving notification of a bomb threat will:

1. Advise the Vice Presidents of Student Affairs and Finance and Business. The Vice President of Student Affairs will notify other parties as appropriate.
2. If necessary, notify Rock Hill Police, Rock Hill Fire, the Rock Hill Bomb Unit, FBI, and SLED.
3. Appoint and supervise a search team for the emergency area.
4. Identify a "Hot Zone" and set up inner and outer perimeters.
5. Evacuate the emergency area if necessary.
6. If a device is found, re-evaluate the perimeters and notify the Bomb Unit.
7. Determine the safety and security of the area so normal activities can resume.

#### **5. Resources:**

Building Evacuation Guidelines:

<https://www.winthrop.edu/uploadedFiles/emergency/EmergencyGuidelines.pdf#page=4>

#### **6. History of Revisions:**

07/23/2025	Minor Revisions
10/01/2016	Minor Revisions
01/01/2005	Policy first established

**7. Approvals:**

President Signature/Date: