Emergency Preparedness Policy

Bomb Threat or Suspicious Package – Students, Faculty and Staff Guidelines;

If the responding Public Safety Officers determine that a suspicious package is present and may in fact represent a threat to the safety of the NEC community, the NEC’s alert system will be enacted and information will be communicated via the e2 Campus emergency alert as a primary source. Other available media outlets can be utilized if available.

The alert message will read,

ALERT! SUSPICIOUS PACKAGE/BOMB THREAT;

A Suspicious Package/Bomb Threat has been reported @ the NEC Campus. Evacuate and Stay away from [NAME] Hall and await further info. Police are responding. More to follow. [DATE]

At the conclusion of any event such as this an “All Clear” will be broadcast to advise everyone that there is no longer a danger or threat to their safety. The message will contain instructions for students, faculty and staff on campus. This broadcast message will read;

ALL CLEAR @ the NEC Campus. Situation has been resolved. Resume normal activities; but please use caution and maintain your awareness. [or specific instructions] [Your URL].

If you receive a telephone bomb threat:

- Remain calm, be courteous, listen to and do not interrupt the caller
- Do not hang up even if the caller does
- Get the attention of another person; hand off a note saying, “call Public Safety – bomb threat”
- If your phone has caller ID display, record number of incoming call
- Write down the exact words of the caller and threat
- Fill out a Bomb threat checklist if one is available
- Don’t hang up the phone. Leave line open
- Notify a supervisor

➢ Use the Bomb Threat Checklist to record details from the call. For a copy of the Bomb threat checklist please refer to Appendix II of this document.
➢ We ask that you take a few minutes to watch the bomb threat raining video. To do so just click on the link, then go to the tab labeled, “Bomb Threat Training Video.” https://www.dhs.gov/what-to-do-bomb-threat
➢ The video is only 4 minutes and has valuable information.

What to look for when receiving suspicious mail:

- No return address.
- Restrictive markings.
- Misspelled words. Bold type or written.
- Unknown powder or suspicious substance.
- Possibly mailed from a foreign country. Excessive postage.
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What to look for when receiving a suspicious package:
- Excessive tape.
- Oily stains, discoloration on wrapper.
- Strange odor.
- Incorrect title or addressed to title only.
- Rigid or bulky.
- Lopsided or uneven.
- Protruding wires.

If you receive a suspicious package or mail:
- Stop! Don’t handle
- Isolate it immediately
- From a safe distance take a photo of the suspicious package to provide to first responders
- If you have handled it, remain calm
- Don’t open, touch, move the item, or examine it in any way
- Close off the area if possible and keep others away
- If the package is leaking a substance or powder and you come in contact with it, keep your hands away from your eyes, nose, mouth and any part of your face
- Do not touch others or let others touch you
- Wash your hands and arms from the elbows down with soap and hot water
- Do not attempt to clean or cover anything that may have spilled from the package
- Follow all instructions from emergency responders

Immediately call 617-585-1777 (Public Safety) or 911 from a campus phone. If no campus phone is available either go or send someone to use an Emergency Blue Light outside of the building.

**DO NOT USE a Cell Phone or Two-Way Radio…Radio signals have the potential to detonate a bomb**
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Appendix I;

Important Telephone Numbers:
Boston Police Department/EMS
Public Safety – Emergencies
Northeastern University Police Department – Emergencies

Number:
911
617-585-1777
617-373-3333

Appendix II;

Bomb Threat/Suspicious Package Checklist:
(Copies can be obtained from the Department of Public Safety)
Appendix III;

Locations of Campus Blue Lights, Public Safety Emergency Telephones and 911 Telephones:

Emergency Phones
Four emergency phones with blue lights are located on campus; one at 33 Gainsborough Street, one at 241 St. Botolph Street, the public alley loading dock area and one on the corner of Saint Botolph Street and Gainsborough Street.
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Public Alley Loading Dock Area

Corner of Saint Botolph Street and Gainsborough Street