

FORT HAYS STATE UNIVERSITY
BOMB THREAT PROCEDURE
(Internal Procedure)

- A. Persons likely to receive a bomb threat call will be trained in the use of the Bomb Threat Checklist. When a bomb threat call is received, the person taking the call will use the checklist and follow the instructions listed, important information should be recorded.
1. Remain calm and prolong the conversation while trying not to frighten the caller.
 2. Note distinguishing characteristics about the caller's voice.
 3. Record background noises, such as music, other voices, trains, cars, church bells, etc.
 4. Ask where and when the bomb will detonate.
 5. Ask why a bomb was placed and record any other information the caller is willing to give.
 6. The very last thing the person receiving the call should do is ask, "What is your name?"
- B. The person receiving a bomb threat is to call the FHSU Police immediately.
1. As soon as the person receiving the call realizes a bomb threat is being made, they should try to signal a co-worker, if one is present, and have them call the FHSU Police.
 2. If the person receiving the call is alone, as soon as the caller hangs up they should call the FHSU Police. Some key phone numbers are listed on the back of the checklist in the event the person receiving the call wants to contact a supervisor or other emergency services.
- C. The Officer on duty will:
1. Make the decision to evacuate the building based on information available at the time.
 2. Notify the person-in-charge of the event or building and the Public Safety Coordinator.
 3. Notify the Fire Department, Public Safety Coordinator and Hays Police Department.
- D. The on duty Police Officer will take a brief statement from the person receiving the bomb threat and notify one of the following people if the threat is directed at a residential building:
- | | |
|------------------------------------|----------|
| Vice president for Student Affairs | 628-6508 |
| or | 628-8885 |
| Public Safety Coordinator | 628-5319 |
- If the threat is directed at a non-residential building, notify one of the following:
- | | |
|---------------------------|----------|
| Provost | 628-4241 |
| VP for Admin & Finance | 628-4251 |
| Physical Plant Director | 628-4424 |
| Public Safety Coordinator | 628-5319 |

E. Search Procedure

1. Once the basic details are known and persons are notified and consulted, the necessary decisions will be made.
 - a. If the decision to evacuate is made, those evacuated from the building should be moved at least 300 feet from the structure.
 - b. The Fire Chief or his designated representative is in charge of the situation once the Fire Department is on site.
 - c. **Only** authorized personnel are allowed to enter the building before the building is declared safe by the senior person with the Fire Department.
 - d. The Fire Chief or his designated representative will determine when and how the alarms at the bomb threat location will be utilized.
 - e. Personnel familiar with the building will accompany the authorities during the search.
 - f. Tight security will be maintained on each area searched until the search is completed.
 - g. Elevators are not to be used except by the authorities.
2. Order of Search
 - a. Specific area (if any) described by caller.
 - b. Public areas such as lobbies, cafeterias, restrooms etc.
 - c. Other areas, including but not limited to, phone booths waiting rooms, laundry rooms, stairwells and storerooms.
3. If a suspicious object is found:
 - a. **Do Not** touch it!
 - b. Notify authorities and administrators who are standing by.
 - c. Clear the area. Do not use radios within 100 feet of the object.
 - d. Try to isolate the object as much as possible and prevent unauthorized access by building occupants.
 - e. Promptly notify the available senior person.

Authority to Evacuate a Building

4. If a residential building or the Memorial Union, the following are authorized to order an evacuation:

VP Student Affairs	628-6508
Director Residential Life	625-7429
Student Affairs	628-8885
Memorial Union Director	628-5305
Public Safety Coordinator	628-5319

5. If a non-residential building, the following are authorized to order an evacuation:

Provost	628-4241
VP Admin. and Finance	628-4251
Physical Plant Director	628-4424
Public Safety Coordinator	628-5319

Directives to evacuate non-residential buildings cannot be ignored by students or staff.

6. If none of the persons listed above can be contacted in a reasonable period of time the on duty officer will make the decision to evacuate based on available information.
7. The following persons have the authority to dismiss classes in the event of a bomb threat directed at a non-residential building:

Provost
Vice President for Administration and Finance
Physical Plant Director
Public Safety Coordinator

In the event none of the above listed persons is available, the on-duty police officer will make the decision whether or not to dismiss classes and evacuate the building.

F. Authority to Declare a Building Safe for Use.

1. The Fire Chief or his designated representative will declare the building safe for use.
2. If the fire department has not responded, University Police will declare the building safe for use, after a joint inspection of the building with persons familiar with the building.

Adopted by Cabinet 01/08/97