 <b>KANSAS HEALTH SCIENCE UNIVERSITY</b>	Policy Title:	Bomb Threat Policy			
	Policy Sponsor(s):	Physical Operations & Security			
	Policy Type	Academic <input type="checkbox"/>	Non-Academic <input checked="" type="checkbox"/>	Page:	1 of 5
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## 1. POLICY STATEMENT

Bomb Threats and actual Bomb emergencies pose a serious threat to the Kansas Health Science University (KHSU)-Kansas College of Osteopathic Medicine (KansasCOM) campus and the surrounding community. A Bomb Threat also can disrupt the learning environment of the KHSU-KansasCOM campus.

## 2. PURPOSE

This policy aims to establish procedures for handling Bomb Threats and actual Bomb emergencies.

## 3. APPLICABILITY

All KHSU-KansasCOM employees, students, and visitors.

## 4. DEFINITIONS

### 4.1 Bomb

An identified container on campus or adjacent property filled with explosive, incendiary material, smoke, gas, or other destructive substance designed to explode on impact or when detonated by a timing mechanism, remote-control device, or lit fuse.


### 4.2 Bomb Threat

Whether such a device exists or not, a threat to detonate a Bomb is to cause property damage, death, or injuries.

## 5. PROCEDURES

### 5.1 Bomb Threat Received by Phone Call

- Stay calm, speak to the caller in normal tones, and be polite and respectful.
- While the caller is speaking to you on the phone, follow and complete the *Department of Homeland Security (DHS) Bomb Threat Checklist*.
- **DO NOT** antagonize or challenge the caller. Obtain as much information as possible.
- Prolong the conversation for as long as possible.
- Ask permission to repeat any instructions to make sure the directions are understood.
- Attempt to access the caller's knowledge of the facility.
- **DO NOT HANG UP THE PHONE!** Signal to a co-worker nearby to call Campus Security and law enforcement. (Do not use a cell phone or radio, use a hardline, or face to face communication)
- Obtain as much information as possible, such as:
  - The Bomb's exact location.
  - Ask what will set off the Bomb.
  - The time set for detonation.

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- A description of the Bomb.
- The type of explosive or Bomb.
- The name of the caller and location if they will give it.
- The reason for the setting of the Bomb at KHSU-KansasCOM.
- Listen to the caller's voice (Do you recognize it, male or female, how old does he/she sound, etc.?)
- Listen for background noise to try to identify the caller's location.

## 5.2 Bomb Threat Received by Any Other Means

- If a Bomb Threat is received by email, text, or other electronic communication, **DO NOT** forward or delete the message.
  - Immediately notify your supervisor and Campus Security in person or by hard-wired equipment (desk phone, computer, etc.). **DO NOT** use cellular phones or radios.
- If a Bomb Threat is received in written form, **DO NOT** handle or move the document from the area once identified.
  - Immediately notify your supervisor and Campus Security in person or by hard-wired equipment (desk phone, computer, etc.). **DO NOT** use cellular phones or radios.
  - Be careful and take note of all individuals in the area near the discovery of the received threat.
  - Due to the evidentiary nature of the Bomb Threat, a KHSU-KansasCOM employee (preferably a Campus Security officer) will be assigned to protect the document and the area near the discovery of the received threat to preserve the scene for evaluation by Campus Security and law enforcement personnel.

## 5.3 Duties and Responsibilities of the Responding Campus Security Officer

- Immediately notify the Executive Director for Facilities, Security, and Administrative Services in person or by hard-wired equipment (desk phone, computer, etc.). **DO NOT** use cellular phones or radios.
- Interview the person who received the Bomb Threat.
- Review the DHS Bomb Threat Checklist with the individual and get as many details as possible so that the information can be passed along to law enforcement when they arrive.
- After a brief interview with the person who received the Bomb Threat, proceed to the area/location described in the Bomb Threat and carefully investigate the area. **All radios and cellular phones must be turned off.**
- Do not touch or pick up anything.
- If you find a suspicious package, follow the procedures in KHSU-KansasCOM's Handling Suspicious Items or Packages Policy, and work with the responding law enforcement officers to contact an Explosive Ordinance Disposal Unit.

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- If a suspicious package, unattended bag, backpack, or device is not found, Campus Security will discuss the options with KHSU-KansasCOM leadership, law enforcement, and the Executive Director for Facilities, Security, and Administrative Services.

#### 5.4 Searching the Premises

- **DO NOT** use radios or cell phones when approaching a search area.
- Campus Security officers and law enforcement will coordinate the search to ensure that care is exercised not to disturb any suspected Bomb and to avoid repetition of the search. A KHSU-KansasCOM floor plan must be available to the Campus Security officers and law enforcement for reference.
- All areas open to the public must be addressed first and includes restrooms, trash receptacles, stairwells, elevator shafts, boiler rooms, fire extinguisher cabinets, and supply closets.
- Due to location proximity, KHSU-KansasCOM employees are more familiar with the floor where they work and should help law enforcement and Campus Security organize search teams for each building floor.
- Day porters, janitors, and facility team members will be directed by their supervisors to assist law enforcement in checking their utility/janitorial closets and storage areas for any unusual objects.
- KHSU-KansasCOM supervisors will ask their subordinates to check all work areas for unusual objects.
- Do not change the existing environment of a search area (turning on light switches, adjusting thermostats, etc.) until the search is complete in that area.
- If a premise search provides no results and the law enforcement and the Campus Security team clear the building, KHSU-KansasCOM leadership will determine if the employees and students can re-enter the building.
- If a search reveals a suspicious package, device, or Bomb, **Campus Security officers or employees must not touch it**. The suspicious item may contain an anti-disturbance device and should be approached only by explosive experts. Immediately evacuate the area and notify law enforcement and Campus Security officers.
- If a premise search reveals a Bomb, Campus Security shall defer to law enforcement officers to contact an Explosive Ordinance Disposal Unit.

#### 5.5 Evacuation


- Evacuation is the decision of KHSU-KansasCOM leadership pursuant to the Building Evacuation Policy. Immediate evacuation is an alternative that, at face value, would appear to be the first approach. However, evacuating personnel may increase the risk of injury under certain circumstances:
  - Bombs are three times more likely to be planted outside buildings than inside. A Bomber wishing to cause personal injuries could place a Bomb in the shrubbery near an exit.

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- Public areas inside the school are the second most frequent places where devices are located. Any evacuation that requires students and employees to move through public areas such as halls, public restrooms, lobbies, parking lots, playgrounds, or stairways might increase the risk of injury during any detonation.
- These areas must be searched before an evacuation if possible.
- Evacuation also disrupts the learning process, which may be the intent of the person who made the threat.
- In general, a search is a better solution, but like evacuation, this is the decision of the KHSU-KansasCOM leadership.
- If a building search reveals an explosive device, Campus Security will open all doors and windows in its vicinity, evacuate the area, and notify the Executive Director for Facilities, Security, and Administrative Services and law enforcement.
- The on-scene law enforcement supervisor and the Executive Director for Facilities, Security, and Administrative Services will organize the evacuation process.
- All individuals will be instructed to evacuate the building through the stairwells and assemble at a location at least 300 yards from the building. Elevators must not be used during an evacuation.
- KHSU-KansasCOM employees will assist Campus Security in accounting for all students and employees and reporting any missing individuals to the Executive Director for Facilities, Security, and Administrative Services and law enforcement.
- As instructed by law enforcement, Campus Security will set up a perimeter around the building where the suspicious package was discovered and prevent anyone from entering the building until the Explosive Ordinance Disposal Unit has removed or defused the device.

## 5.6 If an Explosion Occurs

- As instructed, Campus Security officers will assist law enforcement in sealing off the area while the investigators and other agencies arrive to begin scene processing.
- Except for the investigators and emergency rescue personnel, no one is permitted to enter the scene until cleared, as there could be secondary devices that could be detonated.
- Campus Security will assist emergency rescue personnel in treating the injured and help law enforcement prevent unauthorized non-emergency personnel or equipment or personnel from entering the scene.
- KHSU-KansasCOM employees will assist Campus Security in accounting for all students and employees and reporting any missing individuals to the Executive Director for Facilities, Security, and Administrative Services and law enforcement.

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### 5.7 After-action report

- The responding Campus Security officer will file a report for each Bomb Threat/Bomb emergency with the Executive Director for Facilities, Security, and Administrative Services.
- If more than one Campus Security officer responds to a threat, the additional officers will submit a supplemental report to the Executive Director for Facilities, Security, and Administrative Services.

### 6. RELATED DOCUMENTS

- DHS Bomb Threat Checklist
- Handling of Suspicious Items or Packages Policy
- Building Evacuation Policy
- Firearms, Explosives and Weapons Policy

### 7. CONTACTS

- Executive Director for Facilities, Security, and Administrative Services
- Chief Financial Officer