

## **POLICY RELATED TO THREATS OF CAMPUS DISRUPTION**

Bomb threats and similar situations are disruptive to the academic, research and operational functions of the university.

The goal of this policy is to address two major considerations:

1. The safety and welfare of WSU students, faculty and staff.
2. Maintaining the integrity of the academic programs at WSU especially in regard to maintaining regularly scheduled classes of instruction and/or periods of examination.

### The Safety and Welfare of WSU Students, Faculty and Staff Personnel

The following policy and procedural guidelines relating to matters of public safety and welfare are in effect:

#### I. Policy

Any bomb threat or incident of a suspected explosive device shall be considered as valid by all concerned until all reasonable precautions for public safety have been taken and the University Police have advised that the situation is no longer considered a threat. Every effort must be made to protect the lives and safety of all concerned.

#### II. Procedures

- A. Any person who receives a bomb threat or has information that a bomb has been or will be placed should immediately contact **911**, follow instructions provided, and thereafter advise any higher authority available. The person or persons reporting the threat should give their name, telephone number, building and room number and the time the threat was received and any other information requested by the **911** Operator.

B. *If you receive a telephone threat:*

1. Remain calm.
2. Follow these instructions:

**If you receive a bomb threat, ask the caller the following questions**

- Where is the bomb?
  - When is it going to go off?
  - What kind of bomb is it?
  - What does the bomb look like?
  - What will cause the bomb to explode?
  - Why did you place the bomb?
  - What is your name?
  - Where do you live?
3. Listen carefully. Be polite and show interest. Do not upset the caller, if possible. Try to keep the caller talking, so that you can gather more information. Write down all information. Be aware of background noise and anything else unusual.
  4. If possible alert a co-worker to call **911** on another line while you are on the phone. If you cannot alert a co-worker, call **911** immediately after the caller hangs up.
  5. If you find a bomb or any suspicious item, don't touch it. Call **911** and evacuate the area.
  6. If evacuation is ordered, proceed to the appropriate assembly area:
    - a. Make no effort to close doors or windows.
    - b. Where possible, hazardous laboratories should be shut down.

- c. Leave the building in an orderly fashion.
  - d. Do not gather closer than the cordoned off area to any building evacuated.
  - e. Do not return to the building or work location unless specifically advised to do so by the University Police.
- C. The University Police Chief (or designee) in all cases will take charge and have full authority and responsibility for determining proper action in accordance with established procedures.

### Maintaining the Integrity of the Academic Programs -- Maintaining Regularly Scheduled Examinations

#### I. Policy

It is imperative that normal functioning of the University's academic program not be unduly impaired by bomb threats or other provocations. Therefore, it is the policy of the institution that in the event of disruptions, contingency plans and procedures be established and implemented that permit as near normal functioning as is possible.

#### II. Procedures

There are approximately 130 general university classrooms available for scheduling through the Registrar's Office. During the prime hours of each day, only a few classrooms are unscheduled. Thus, it is not possible to reschedule courses enmasse. It may be possible to reschedule examinations, however, and because previous threats and disruptions seem to involve examinations, the following plan will be in effect.

##### A. Regular examinations held in class throughout the semester.

Faculty have the option of scheduling alternate exam locations in advance, as long as space is available. This may be accomplished by calling the Registrar's Scheduling Office, 5-9507. In cases where alternate classrooms have not been scheduled in advance or if alternate space was not available, the following two-part plan will be in effect.

##### 1. Evacuation during morning hours MONDAY/WEDNESDAY/FRIDAY:

If it is necessary to evacuate a classroom building during the early morning (before 11:00 a.m.), classes holding examinations will automatically reconvene in the regularly assigned classroom at 12:00 noon the same day to administer the examinations. (Note: few classes are scheduled during the noon hour, therefore, most classrooms will be open. However, if the class returns to the classroom and finds it occupied, the instructor should simply select an adjacent open classroom.)

##### 2. Evacuation during TUESDAY/THURSDAY MORNING HOURS AND ALL AFTERNOON HOURS:

If it becomes necessary to evacuate a classroom building during the morning hours on Tuesday/Thursday or daily between the hours of 11:00 a.m. and 4:30 p.m., classes holding examinations will automatically reconvene in the regularly assigned classroom at 5:10 p.m. on the same day. (Note: very few classes are scheduled at 5:00 p.m., therefore, almost all rooms will be open and available for rescheduled examinations.)

3. If the 12:00 noon or 5:10 p.m. plans are not workable, examinations may be made up the following morning between the hours of 7:00-8:00 a.m. in the regularly scheduled classroom. No classes are scheduled at 7:00 a.m., therefore all rooms will be available. (Note: some Tuesday/Thursday classes begin at 7:45 a.m.)

B. Final examinations

There is no regulation that requires faculty to give final examinations. However, if any examination is given after the last regularly scheduled class, it must be given during the five-day final exam week according to the official final examination schedule. Rescheduling any of these exams would be most difficult after the official final exam schedule has been published, but the following options are available:

1. Mass and Regular Hourly Block Examinations

Those courses that have been approved for mass examinations and exams that are scheduled according to their normal lecture hours (9:00 daily, 3:00 MWF, etc.) can be assigned alternate classrooms in advance of final examination week by contacting the Registrar's Office. Since each mass exam block is normally assigned to a single department, the specific alternate room to be assigned will be worked out with the individual instructor of the course.

2. Any final examination can be rescheduled during the special examination periods on the last Saturday of finals. Instructors wishing to reschedule exams on this day must contact the Registrar's Office.

[Further Comments and Instructions for Implementation](#)

Not all contingencies can be anticipated nor can all options for handling a wide range of contingencies be explored in a single policy statement. This plan covers only major eventualities.

Bomb threats for classes already underway are somewhat easier to cope with under established procedures because the instructor can immediately, and in person, communicate instructions, directions, and procedures to the class assembled.

However, the more difficult situation is posed in the instance whereby the bomb threat has already occurred and the building is being evacuated or is already evacuated and students who are scheduled for an examination at a subsequent time have not yet arrived at the building site or if they have arrived, they find the building vacated. In such situations, each instructor by prior arrangement must have a plan for communicating and meeting with his or her students at some fixed time and place so they can then be directed to the alternate location to sit for the examination. It is important, so as not to compromise the secrecy of the contingency plan, that the alternate site for the examination not be announced in advance to the students. This is strongly recommended but ultimately this decision resides with the individual instructors.

Other suggestions are workable. One might be for the instructor to have a "take home exam" prepared and ready for distribution so in the event a building evacuation is required, these exams could be handed out to students and the students could be instructed to return them by some designated deadline date.

Faculty members should be encouraged to have for their own classes and exams an alternative plan that can be quickly and effectively implemented in the event that bomb threats are directed toward classrooms or other facilities.

The following procedure for distribution of this policy is recommended:

1. This policy should only be circulated on a “need to know” basis to maintain its viability.
2. Copies of this policy should be made available to Deans and Directors, immediately.
3. Deans and Directors should communicate the contents of this policy directly to Department Chairs and other concerned personnel.
4. The Department Chairs should discuss the contents of this report in detail with the faculty of their units but all plans and procedures discussed under the heading of Maintaining the Integrity of the Academic Program should be on a “need to know” basis. The effectiveness of the plans and procedures relating to classroom evacuation and alternate sites for examinations is directly related to maintaining the confidentiality of the plans.
5. The material relating to policy and procedures concerning the Safety and Welfare of WSU Students, Faculty and Staff Personnel should be widely publicized.