

Bomb Threat Plan (updated October 2024)

Introduction: Why, Scope, Purpose of plan and subsequent training (who)

A bomb is any device capable of producing damage to material, and injury or death to personnel, when detonated. A bomb may be:

- “Incendiary,” causing fire-producing heat and little explosion;
- “Explosive,” causing damage by fragmentation, heat, and blast wave;
- “Dirty,” causing a release of radiological material.

Homemade bombs are commonly referred to as improvised explosive devices (IED) and can vary in size, shape, and material. An IED in a vehicle is a vehicle-born improvised explosive device (VBIED).

In most cases, bomb threats are designed to disrupt the normal business operations of the institution. All bomb threats will be taken seriously. The UVU PD will determine the appropriate course of action and the members of the EOC leadership will be notified if needed. Not all bomb threats are legitimate, and evacuation or searching is not always required.

Purpose: This plan has been created as a precautionary measure to deal with bomb threats and suspicious devices or packages. This plan is designed to have faculty, staff, students, visitors, and police work as a team to ensure a safe environment.

Everyday Monitoring: We may not have the ability to control whether a bomb threat occurs, but we can be aware of and monitor daily for suspicious activity and objects. The police participate actively in daily monitoring. Having staff/faculty monitor and be observant assists the police in their responsibilities.

What to watch for:

Monitor suspicious behavior or happenings of people who:

- Are not where they are supposed to be (restricted area, etc.).
- Look lost and/or wandering around.
- Appear to be conducting unusual surveillance.
- Cause disruption or intentionally distracting behavior.
- Show an unusual interest in an employee or student.
- Abandon an item and leave the area quickly.
- Openly possess a dangerous item and/or use a vehicle in a suspicious way (parking, erratic driving following, etc.)

Note: monitoring a suspect should not be based on national origin, ethnicity, color, race, gender, or age.

Look for items or devices that:

- Were abandoned and left in the open.
- Were abandoned and hidden.
- Appear to be suspicious or dangerous, such as a canister, tank, metal box, bottle, etc.
- Have an attached message.
- Appear to be emitting a mist, gas, vapor, or odor.

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- Seem to have seepage or leakage of a suspicious substance.
- Are connected to wires, timers, tanks, or bottles.
- Appear to be the source of a foreign substance that is causing people to cough, have trouble breathing, feel nauseated, lose consciousness, or have any other medical reaction.

IF YOU SEE SOMETHING SAY SOMETHING: Call UVU Police Dispatch at 801-863-5555

Receiving the threat, types of threats:

A bomb threat may be received in several ways. A threat may be received by telephone (this is the most common), written message (letter or on a wall), e-mail, face-to-face interaction, social media (more and more common), or suspicious package delivery by mail or messenger.

Phoned Threats: What to do:

- Start a recording device, if one is available, or note the caller I.D. number, if available.
- Signal another staff member to call 911 or 801-863-5555.
- Write down the threat.
- Fill out as much of the UVU bomb threat checklist as possible, including responses to detailed questions the receiver of the call would ask.
 - Check List: A hard copy at your desk
 - Electronic Checklist: uvu.edu scroll down and under “help” select “emergency” then scroll down to bomb check list.
- Be available after the call for the University Police to interview you.

Written Threats: What to do:

- Handle the item as little as possible (preserve evidence).
- Notify University Police 801-863-5555 or 911.
- If a note is discovered in an area such as a bathroom or private office, do not touch it, call the police.
- Note where the item was found, the date and time, any situations or conditions surrounding the discovery, and any other person who may have seen the threat.

Emailed Threat: What to do:

- Notify University Police.
- Print, photograph, or copy down the message. Include the header of the e-mail.
- Save the e-mail, if possible.
- Leave the email open until assistance arrives.

Verbal Threat: What to do:

- Project calmness; move and speak slowly, quietly and confidently.
- Notify the University Police via 801-863-5555 as soon as safely possible.
- Note the description of the person who made the threat:
 - Name of person if known, or if a name was given
 - Vocal distinguishers, accent if any
 - Gender, if possible

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- Type and color of clothing, shoes
- Body size and height
- Hair, eye, and skin color
- Other distinguishing features (scars, tattoos, and piercings)
- Note the direction in which the person who made the threat leaves and be ready to give the description to the police department.

Social media: What to do:

- Report it to University Police via 801-863-5555.
- Note the name of the person making the threat and the application (Facebook, Twitter, etc.) they used to make it.
- Record the exact wording of the threat as it was posted.
- Take a screenshot or photograph of the computer, if possible, to provide it to the University Police.

Rumor: What to do:

- If a rumor regarding a bomb threat is overhead write down exactly what was heard, from who and where it was heard, then report the rumor to University Police via 801-863-5555.

Evacuation:

Evacuation will not always be necessary however, if the threat is found to be credible or a suspicious item is found that could be a potential bomb, then an evacuation may be recommended. Evacuation around the potential bomb should be no less than 400 feet. Farther distances may be recommended. Refer to the bomb threat Stand-off Distance chart located in this document for more information.

Emergency personnel and designated university officials will facilitate evacuation. Students, faculty, and staff will be notified using several modes of communication that an evacuation is necessary. Emergency personnel or UVU Police will notify individuals when reentry to the building can be made. There is no specified time frame for permitting students and faculty back into the isolated area. Return will depend solely upon the information received and the results of the investigation by public safety authorities.

Actions that should NOT be taken:

- Do not allow any faculty, staff, students, or visitors access to or near the proximity of the suspicious package.
- Do not pull the fire alarms while evacuating buildings, unless specifically directed to do so by emergency personnel.
- If the package is touched not realizing it is a possible bomb (opening a container or backpack) let, go of or replace the package and move away from the package. Call University Police via 801-863-5555.

Any one of the following actions could trigger an explosive device:

- Touching, lifting, or moving the package.
- Using a cell phone or radio in the immediate area.

Actions that should be taken:

- If asked to evacuate and if possible, take personal items such as purses, wallets, computer bags, etc.

- Student rosters should be kept current. It is possible that the individual who made the threat is a student, and a current list would assist law enforcement.
- All media inquiries should go through university marketing/communications.
- The UVU campus community will be notified mainly through text message of the status of the incident. Additionally, there are multiple other methods of communication beyond text that would be used as needed.
- Assist building personnel with evacuation and prevent others from entering the danger area.
- Communicate with fellow employees paying particular attention to those that may have a hearing, visual or other type of challenge that may make traditional communication methods more difficult.

Response:

Searching for Suspicious Packages/Objects:

Use the acronym RAIN once a suspicious package is found.

Recognize: identify a suspicious package.

Alert: those around the suspicious package, do not touch or open the package.

Isolate: have people move away from the package.

Notify: Call police (801-863-5555).

Staff and Faculty:

If an evacuation of a building is required the staff and faculty working there should do a quick visual scan of their office, suite, department, or area as they evacuate reporting anything that may be suspicious to UVU Police once out of the building.

Staff and faculty should take their personal belongings with them as they evacuate if possible.

Designated Staff:

Designated staff are those familiar with the buildings such as custodial (supervisors/leads), police, and facility personnel. They will perform a rapid search in public and non-secured areas. Following these guidelines:

- Look for items that look out of place or objects that are left behind or unattended.
- Perform a visual scan using a uniform or consistent way of looking for example, begin the scan by looking at the ceiling and working your way from one side to the other finishing with the floor, looking in corners, behind objects, in garbage containers, and so on.
- Do not touch any suspicious object and take a photo if possible (phone camera).
- If something suspicious is identified notify the nearest UVU police officer.
- Try to be as accurate as possible when describing the device as possible and why it is deemed to be suspicious.
- Avoid using radios or walkie-talkie devices as radio signals can detonate explosive devices. Once several hundred feet away from the suspicious object a radio can be used. Send a runner to the police to report what was found.
- Do not start any evacuation procedures without authority from UVU police.

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- As a search could occur while people remain in the building it would be best not to announce that while searching. However, if an evacuation is ordered and people want to know why, consider saying, “We have a possible problem in the building and would like to ask you to leave the building in an orderly fashion while the situation is further evaluated.” Versus, “a bomb threat has been called in”.

Building Marshals/Floor Captains and police officers as available will assist in evacuating all people from the building.

All Clear:

- If no suspicious device is located, then the police will issue an “All Clear” announcement and all people can resume normal operations.

Public Awareness/Mail Room Safety:

Public awareness of mail bombs has increased at all levels, including in university mailrooms and offices. The most important thing to remember when finding a suspicious package or letter is not to touch the item. Clear the area immediately and notify the University Police via 801-863-5555.

To apply proper safety procedures, it is important to know the type of mail normally received and look for the following: (see graphic)

- Mail bombs come in letters, books, and packages of various sizes, shapes, and colors.
- Letter texture may feel ridged, look uneven or lopsided, or feel bulkier than normal.
- Excessive amounts of postage may be present—often far more than needed.
- The sender is unknown or there is no return address.
- Handwritten notes appear, such as “rush,” “personal,” or “private”.
- The addressee normally does not receive mail at the office.
- Cut or pasted homemade labels are used for lettering.
- The letter or package may emit an odor, have oily stains, or appear to have been disassembled and re-glued.
- Distorted or foreign writing is present.
- Resistance or even pressure is felt when trying to remove contents from the package.
- Several combinations of tape are used to secure the package.
- Contents of the parcel may slosh or sound like liquid.
- Packages may emit noises, such as the sound of a clock ticking.
- The package or letter shows a city or state in the postmark that does not match the return address.
- The package or letter is marked Foreign Mail, Air Mail, and Special Delivery.
- The package has protruding wires or aluminum foil.
- The package or letter has incorrect titles or a title, but no name, or misspellings of common words are present.

In addition to physical characteristics, consideration should also be given to the listed factors to help determine the likelihood of the threat:

Is there a commonsense explanation for the letter?

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Have all reasonable explanations been exhausted?

If you are unable to allay suspicions, call the University Police dispatch at 801-863-5555









If the suspicious letter or package is unopened:

- Do not open the package. Do not shake or empty the contents of any suspicious envelope or package. Immediately report the incident to the University Police.
- Have everyone vacate the immediate area and close any door or section near the area to prevent others from entering.
- The person who handled the letter/package should wash their hands with soap and water to prevent spreading any powder or other chemicals to their face.
- List all individuals who handled or were within close proximity to the suspicious letter or package.

If the suspicious letter or package is opened:

- Stay calm. Immediately report the incident to University Police via 801-863-5555. Follow any instructions given by the dispatcher.
- Do not try to clean up the substance, if applicable. Cover the spilled contents immediately with anything (i.e., clothing, paper, trash can).
- Remove heavily contaminated clothing as soon as possible, and place in a plastic bag or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
- Shower with soap and water as soon as possible. Do not use bleach or other disinfectants on your skin.

 **BOMB THREAT STAND-OFF CHART**

Threat Description Improvised Explosive Device (IED)		Explosives Capacity ¹ (TNT Equivalent)	Building Evacuation Distance ²	Outdoor Evacuation Distance ³
	Pipe Bomb	5 LBS	70 FT	1200 FT
	Suicide Bomber	20 LBS	110 FT	1700 FT
	Briefcase/Suitcase	50 LBS	150 FT	1850 FT
	Car	500 LBS	320 FT	1500 FT
	SUV/Van	1,000 LBS	400 FT	2400 FT
	Small Moving Van/ Delivery Truck	4,000 LBS	640 FT	3800 FT
	Moving Van/ Water Truck	10,000 LBS	860 FT	5100 FT
	Semi-Trailer	60,000 LBS	1570 FT	9300 FT

1. These capacities are based on the maximum weight of explosive material that could reasonably fit in a container of similar size.
 2. Personnel in buildings are provided a high degree of protection from death or serious injury; however, glass breakage and building debris may still cause some injuries. Unstrengthened buildings can be expected to sustain damage that approximates five percent of their replacement cost.
 3. If personnel cannot enter a building to seek shelter they must evacuate to the minimum distance recommended by Outdoor Evacuation Distance. These distance is governed by the greater hazard of fragmentation distance, glass breakage or threshold for ear drum rupture.

SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom.

If you receive a suspicious letter or package:

- Stop. Don't handle.
- Isolate it immediately.
- Don't open, smell, or taste.
- Activate your emergency plan. Notify a supervisor.

Restrictive markings.

No return address.

Misspelled words. Slightly typed or written.

Unknown powder or suspicious substance.

Possibly mailed from a foreign country. Excessive postage.

Sealed with tape.

PERSONAL!

CHIEF EXECUTIVE OFFICER
222 N. HARVE ST.
PHILADELPHIA

Operations Manager
5032 D 1ST
Annapolis, MD

DO NOT X MAY TAPE ENCLOSED

Operations Manager
5032 D 1ST
Annapolis, MD

Excessive tape.

Oily stains, discolorations, crystallization on wrapper.

Strange odor.

Incorrect title or address used to title only.

Rigid or bulky.

Loaded or unladen.

Fraying wires.

If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

- Isolate area immediately
- Call 911
- Wash your hands with soap and water

UNITED STATES POSTAL SERVICE

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