

SUBJECT: Bomb Threat or Suspicious Package	Effective Date: 5/23/2014	Policy Number: 3-401
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	Responsible Authority: Associate Vice President for Safety and Security and Chief of Police	

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE 5/23/2014

APPLICABILITY/ACCOUNTABILITY

This policy applies to the university community, whether on a UCF campus or at a UCF-controlled property.

POLICY STATEMENT

UCF is committed to providing and maintaining a safe campus environment for faculty, staff, students, and the community. Members of the university community are expected to report suspicious activities immediately to the UCF Police Department (911), and must understand and follow basic emergency procedures when confronted with suspicious substances or packages, such as Improvised Explosive Devices (IED), or bomb threats. All personnel must be familiar with the UCF Bomb Threat Plan and the UCF Building Evacuation Policy and Procedure.

Understanding and abiding by this policy and related procedures may avoid serious injury or damage to property and can be the difference between life and death. All members of the university community must follow the directions of responding public safety authorities at all times. Failure to comply with this policy may result in disciplinary action up to and including termination or expulsion.

DEFINITIONS

Bomb. Any device capable of producing damage to material, or injury or death when detonated. A bomb may be incendiary (causing fire-producing heat and little explosion), explosive (causing damage by fragmentation, heat, and blast wave) or dirty (causing a release of radiological material).

Bomb Threat. A threat to detonate an explosive device with the intent to cause injury, death, or property damage, whether or not a device actually exists. Bomb threats may be communicated by any means, whether verbal or non-verbal, and indicate that a bomb has been, or will be, placed on university-owned or –controlled property. Such threats include possession or placement of a bomb or look-alike bomb.

DSOs. University Direct Support Organizations.

Improvised Explosive Device (IED). A "homemade" bomb or destructive device used to destroy, incapacitate, harass, or distract. Because they are improvised, the bombs can vary in size, shape, and material, ranging from a small pipe bomb to a sophisticated device capable of causing massive damage and loss of life. IEDs can be carried or delivered in a vehicle; carried, placed, or thrown by a person; delivered in a package; or concealed anywhere.

Suspicious Package. A letter, box, jar, backpack, bag, suitcase, or any other container, whether unattended or in one's possession, that seems out of the ordinary. (See Procedures for further characteristics.)

Suspicious Substance. An unknown substance, such as a powder or liquid, that is found in a letter or package, or is exposed.

University Community. For the purposes of this policy, the university community comprises anyone working in any campus building: faculty, staff, students, Direct Support Organizations (DSO) and auxiliaries, visiting staff, and visitors. The university community also comprises all university-owned or –leased buildings, walkways, roadways, and hardscape.

PROCEDURES

Bomb Threat

Each department chair or director shall ensure that employees are trained in the procedures in the UCF Bomb Threat Plan and this policy, and that copies of the checklist are kept in the immediate vicinity of each telephone under his or her supervision.

A bomb threat may be received by telephone, written message, email, face-to-face interaction, or suspicious package delivery by mail or messenger, the first being the most frequently used method.

In the event that an employee receives a telephone call or information indicating that there may be a bomb somewhere at the university, the employee shall use the Bomb Threat Checklist to assess the situation. A copy of this policy's Bomb Threat Checklist shall be kept in the immediate vicinity of every telephone on property owned or controlled by the university.

The recipient should not endanger himself or others by taking the time to complete the checklist if it appears that the threat is immediate.

A Fire Alarm Pull Station should **not** be used to evacuate the building; the perpetrator may be using the alarm system to detonate the bomb.

When notified of a bomb threat, all faculty, staff, students, and visitors will evacuate the affected building(s) and move to a safe location, as designated by public safety authorities on site. The recommended building evacuation distance is no less than 400 feet from the building, in compliance with the UCF Building Evacuation Policy; however, evacuations due to potential bombs or IEDs may require farther distances. All employees will follow the directions of responding public safety authorities. A basic rule of thumb is, “if you can see the bomb, it can see you.”

Public safety authorities will notify employees when re-entry to the building can be made. There is no specified time limit for when persons will be permitted back into the evacuated area. This will depend solely upon the information received and the results of the investigation by public safety authorities.

Suspicious Letter or Package

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 that the item should not be touched. The area should be cleared immediately, and the police should be notified by calling 911 from a safe location.

If the suspicious letter or package is unopened, it should be left unopened. The contents of any suspicious envelope or package should not be shaken or emptied. Everyone should vacate the immediate area and close any door, or section off the area, to prevent others from entering. All persons who may have come into contact with the suspicious item should wash their hands with soap and water to prevent spreading any powder or other chemicals to their faces. A list of all individuals who handled or were within close proximity to the suspicious letter or package should be compiled for public safety authorities.

If the suspicious letter or package is opened, personnel should remain calm and immediately report the incident to the police by calling 911. Any instructions given by the dispatcher should be followed.

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

- 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; some packages may emit noises, such as 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 a threat:

- Is there a common sense explanation to the letter?
- Have all reasonable explanations been exhausted?

If you are unable to allay your suspicions, call the non-emergency police line at (407) 823-5555, or 911 for emergency situations.

CONTACTS

Associate Vice President for Safety and Security and Chief of Police: 407-823-5555
 Director, Office of Emergency Management: 407-882-7111

RELATED INFORMATION

Bomb Threat and Physical Security Planning – Bureau of Alcohol, Tobacco, and Firearms:
<http://www.dps.mo.gov/homelandsecurity/safeschools/documents/ATF%20Bomb%20Threats%20and%20Physical%20Security%20Planning.pdf>

Bomb Threat Stand-Off Chart – Department of Homeland Security:
<https://www.llis.dhs.gov/sites/default/files/DHS-BombThreatChart-6-5-09.pdf>

Ensuring Building Security – Department of Homeland Security:
<http://www.dhs.gov/ensuring-building-security>

UCF Building Evacuation Policy and Procedure, 3-100.1: <http://policies.ucf.edu/>

University Bomb Threat Plan and UCF Bomb Threat Checklist:
<http://emergency.ucf.edu/plans.html>

INITIATING AUTHORITY Vice President for Administration and Finance

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 3-401

Initiating Authority: Will F. Owen Date: 5-22-14

University Policies and Procedures Committee Chair: Ronda Bishop Date: 5/21/2014

President or Designee: John C. Hill Date: 5/23/14