University of Central Florida
Draft Policy Submission Cover Memo Form

Policy No. and Title:

Initiating Authority:

Initiating Authority Approval Date:

Date of Submission for Review:

Submitted by:

Department:

New Policy   Existing Policy (5-year Review)   Existing Policy (Out of Cycle Review)

Summary of Revisions: (For a new policy, please provide a summary of the policy. For an existing policy, please provide a summary of the revisions made to the policy.)

Stakeholders included in the Review Process: (Provide a list of departments involved in the review/revision process.)

Stakeholder feedback must also be requested from the [Faculty Senate](#) and the [College Policy Liaisons](#). By checking the boxes below, you are confirming that feedback from these groups was requested, received, and considered in the draft policy.

        College Policy Liaisons   Faculty Senate

Regulatory Requirements (if applicable)**:** (Provide information on regulatory requirements pertaining to the policy, including specific statute or regulation number.)

Presenters: (Provide the name(s), position title(s), and email address(s) for all individuals who will be presenting the policy to the university's Policies and Procedures Committee.)

Draft - Bomb Threat or Suspicious Item

Policy Number	3-401.~~1~~2
Responsible Authority	Associate Vice President ~~for~~ of Public Safety ~~and Security and Chief of Police~~
Initiating Authority	Sr. Vice President for Administration and Finance and Chief ~~Operating~~ Financial Officer
Effective Date	
Date of Origin	5/23/2014

APPLICABILITY/ACCOUNTABILITY

This policy applies to the university community, whether on a UCF campus or at a UCF-controlled property (either owned or leased), to include walkways, roadways, and hardscape.

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 item, 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 Item. Is any item (e.g., bag, package, vehicle, etc.) that is reasonably believed to contain explosives, an improvised explosive device (IED), or other hazardous material that requires a bomb technician and/or specialized equipment to further evaluate it. Examples that could indicate a bomb include unexplainable wires or electronics, other visible bomb-like components, and unusual sounds, vapors, mists, or odors.

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

University Community. All university personnel, students, volunteers; employees and volunteers of Direct Support Organizations (DSOs); as well as visitors and contractors who conduct business with the university.

PROCEDURES

Bomb Threat

UCF Public Safety will ensure that information on how to respond to a bomb threat on campus is available on the UCF Police Department website. See Emergency Procedures - UCF Police Department for the bomb threat checklist, a training video, and additional information.

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 that employees are made aware of where to access the online version of the Bomb Threat Checklist. 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 isshall be accessible on the UCF Police Department and UCF Human Resources website. kept in the immediate vicinity of every telephone on property owned or controlled by the university S.ee Emergency Procedures - UCF Police Department to access the checklist and additional resources.

The recipient should not endanger themselves 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 individuals 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 individuals 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 individuals 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 Item

Public awareness of suspicious items has increased at all levels, including in university mailrooms and offices. The most important thing to remember when finding a suspicious item 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 item is unopened, it should be left unopened. The contents of any suspicious item 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. Public safety authorities will compile a list of all individuals who handled or were within close proximity to the suspicious item.

If the suspicious item 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 items 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.

RELATED INFORMATION

Bomb Threat Guidance – Department of Homeland SecurityBomb Threat Guidance –

Cybersecurity & Infrastructure Security Agency

~~Bomb Threat Checklist – Department of Homeland Security:~~Bomb Threat Checklist – Cybersecurity & Infrastructure Security Agency~~Department of Homeland Security~~:

Ensuring Building Security – Department of Homeland Security:

UCF Policy 3-100~~.3~~ Building Evacuation

University Bomb Threat Plan and UCF Bomb Threat Checklist: ~~https://police.ucf.edu/about-us/department-of-emergency-management/~~

CONTACTS

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

History:
5/23/2014; 3-401 3-401.1 12/3/2019