

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE  
**EMERGENCY MANAGEMENT PLAN**  
**ANNEX H – Bomb Threat Plan**



# Bomb Threat Plan



**Annex H** of the UAHuntsville Emergency Management Plan

Revised September 2012

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This Plan is maintained by the UAHuntsville Office of Emergency Preparedness, a unit within Facilities and Operations. Any concerns or questions can and should be forwarded to:

Emergency Management Coordinator  
Office of Emergency Preparedness  
Phone: (256) 824-6875

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**Departments Responsible for this plan:**

- Facilities and Operations
- University Police
- Office of Emergency Preparedness

**Pages:**

- 18

**Distribution:**

- Office of Emergency Preparedness
- UAHuntsville Police Department (UAHPD)
- General Distribution

**Notes:**

This plan is included as Annex H in the UAHuntsville Emergency Management Plan (EMP), General Edition.

**Related Documents:**

- UAHuntsville Emergency Management Plan
- UAHuntsville Emergency Procedures Handbook
- UAHuntsville Building Emergency Action Plan (Building-specific. Consult with your supervisor to obtain a copy for the building(s) you regularly work in or visit)

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**CHAPTER 1: INTRODUCTION**

- 1.1. The University of Alabama in Huntsville makes safety for faculty, staff, students, and visitors a top priority. In the aftermath of school-related incidents, school administrators have been encouraged to conduct comprehensive security initiatives within their universities. One of the components of the UAHuntsville Emergency Management Plan is the Bomb Threat Plan. 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; or "dirty," causing a release of radiological material.
- 1.2. Homemade bombs are commonly referred to as improvised explosive devices (IED) and can vary in size, shape, and material. Homemade car bombs are commonly referred to as vehicle-borne improvised explosive devices (VBIED) and occur when IEDs are placed inside a vehicle. The term "device" is utilized throughout this plan to replace the term "bomb" when appropriate.
- 1.3. In most cases, bomb threats are designed to disrupt the normal business operations of the institution.
- 1.4. All bomb threats will be taken seriously. The UAHuntsville Police Department (UAHPD) will determine the appropriate course of action on a case-by-case basis in light of all available facts and in consultation with University administrators as circumstances allow.
- 1.5. This plan has been created as a precautionary measure and predefined guidance to deal with bomb threats and suspicious devices or packages.

## CHAPTER 2: RECEIVING BOMB THREATS

### 2.1. Types of Bomb Threats

- 2.1.1. A bomb threat may be received in a number of ways. A threat may be delivered via telephone, written message, electronic means (e-mail, social media), or in person, the first being the most frequently used method.
- 2.1.2. When receiving a threat, pay careful attention to any pertinent details. The person making a warning or threatening call could reveal enough information about himself or herself so that the recipient could later identify them.

### 2.2. Phoned Threats

- 2.2.1. If you receive a phoned-in threat:
  - 2.2.1.1. Start a recording device, if one is available, or note the caller I.D. number, if available.
  - 2.2.1.2. Signal another staff member to call **911** and then monitor the conversation, if possible.
  - 2.2.1.3. Transcribe the threat.
  - 2.2.1.4. Fill out as much of the UAHuntsville Bomb Threat Card (page 10) as possible, including responses to detailed questions.
  - 2.2.1.5. When the caller hangs up, **DO NOT HANG UP THE PHONE**. Leave the line open. Hanging up the phone may trigger the device.
  - 2.2.1.6. Complete any unanswered questions on the UAHuntsville Bomb Threat Call Checklist.
  - 2.2.1.7. Be available after the call for the University Police and the Crisis Response Team to interview you.

### 2.3. Written Threats

- 2.3.1. If you receive a written threat:
  - 2.3.1.1. Handle the item as little as possible.
  - 2.3.1.2. Notify University Police at (256) 824-6911 or dial **911**. (Note: dialing 911 will connect you with the Madison County 911 Center who will then convey the message to UAHPD.)



- 2.3.1.3. Note where the item was found, the date and time you found the item, any situations or conditions surrounding the discovery, and any other person who may have seen the threat.

## 2.4. E-mailed Threat

2.4.1. If you receive an e-mailed threat:

- 2.4.1.1. Notify University Police at (256) 824-6911 or dial **911**. (Note: dialing 911 will connect you with the Madison County 911 Center who will then convey the message to UAHPD.)
- 2.4.1.2. Print, photograph, or copy down the message. Include the header of the e-mail.
- 2.4.1.3. Save the e-mail, if you know how to do so.
- 2.4.1.4. Leave the e-mail open until assistance arrives.

## 2.5. Verbal Threat

2.5.1. If you receive a verbal threat:

- 2.5.1.1. Project calmness; move and speak slowly, quietly and confidently.
- 2.5.1.2. Notify the University Police at (256) 824-6911 or dial **911** as soon as you can safely do so.
- 2.5.1.3. Note the description of the person who made the threat:
  - 2.5.1.3.1. Name, if you know the caller or if he/she gave you one;
  - 2.5.1.3.2. Vocal distinguishers;
  - 2.5.1.3.3. Sex;
  - 2.5.1.3.4. Type and color of clothing;
  - 2.5.1.3.5. Body size and height;
  - 2.5.1.3.6. Hair, eye and skin color; or
  - 2.5.1.3.7. Distinguishing features.
- 2.5.1.4. Write down the threat exactly as it was communicated to you:
  - 2.5.1.4.1. Exact wording;
  - 2.5.1.4.2. Who made the threat;
  - 2.5.1.4.3. The date and time of the threat; and
  - 2.5.1.4.4. Where the person who made the threat is now, if known.
- 2.5.1.5. Note the direction in which the person who made the threat leaves, and report to the University Police at (256) 824-6911 or dial **911** to reach Madison County 911 Center.

## **2.6. Social Media**

2.6.1. Due to the overwhelming use of social media as primary means of communication, bomb threats may be made by utilizing social media applications such as Facebook or Twitter. If you see a threat made through social media:

2.6.1.1. Report it to University Police at (256) 824-6911 or dial **911** to reach the Madison County 911 Center.

2.6.1.2. Note the name of the person making the threat and the application they used to make it.

2.6.1.3. Record the exact wording of the threat as it was posted.

2.6.1.4. Take a screen shot of the computer if possible to provide to the University Police.

## **2.7. Rumor**

2.7.1. If you overhear a rumor about a bomb threat or planned attack, write down exactly what you heard, from whom you heard it, and then report the rumor to University Police at (256) 824-6911 or dial **911** to reach the Madison County 911 Center.

**2.8 UAHuntsville Bomb Threat Call Checklist**

<p align="center"><b><u>Questions To Ask:</u></b></p> <ol style="list-style-type: none"> <li>1. When is the bomb going to explode? _____</li> <li>2. Where is the bomb located? _____</li> <li>3. What does it look like? _____</li> <li>4. What kind of bomb is it? _____</li> <li>5. What will cause it to explode? _____</li> <li>6. Did you place the bomb? _____</li> <li>7. Why? _____</li> <li>8. What is your address? _____</li> <li>9. What is your name? _____</li> </ol>																											
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## CHAPTER 3: EVACUATION

### 3.1. Building Evacuations

- 3.1.1. A senior university official will be responsible for ordering the evacuation of the building after consultation with the University Police supervising officer. In the event that time is of the essence, the University Police supervising officer may order an evacuation.
- 3.1.2. All evacuations should be conducted in a calm and orderly manner according to the Building Evacuation procedures in the UAHuntsville Emergency Handbook and the appropriate Building Emergency Action Plan. First responders may provide additional specific instructions on how and where to evacuate. **Directions from first responders supersede all other procedures and written instructions.**
- 3.1.3. Emergency personnel and designated University officials, including building coordinators and floor captains identified in Building Emergency Action Plans will facilitate evacuation. Emergency personnel will notify individuals when reentry to the building can be made. There is no specified time limit for when students and faculty will be permitted back into the isolated area. This will depend solely upon the information received and the results of the investigation by public safety authorities.









### 3.2. Things that Should Not be Done

- 3.2.1. Any one of the following events could trigger an explosive device:
  - 3.2.1.1. DO NOT handle any device, or suspected device, or suspicious packages.
  - 3.2.1.2. DO NOT allow any faculty, staff, students or visitors access to, or near, the proximity of a device or suspicious package.
  - 3.2.1.3. DO NOT move the device or enclose it to minimize effects of an explosion.
  - 3.2.1.4. DO NOT use cellular telephones near the device or suspicious package.
  - 3.2.1.5. DO NOT pull the fire alarms to evacuate any buildings, unless specifically directed to do so by emergency personnel. This may trigger the device.
  - 3.2.1.6. If a device is inside a container, DO NOT open the container.

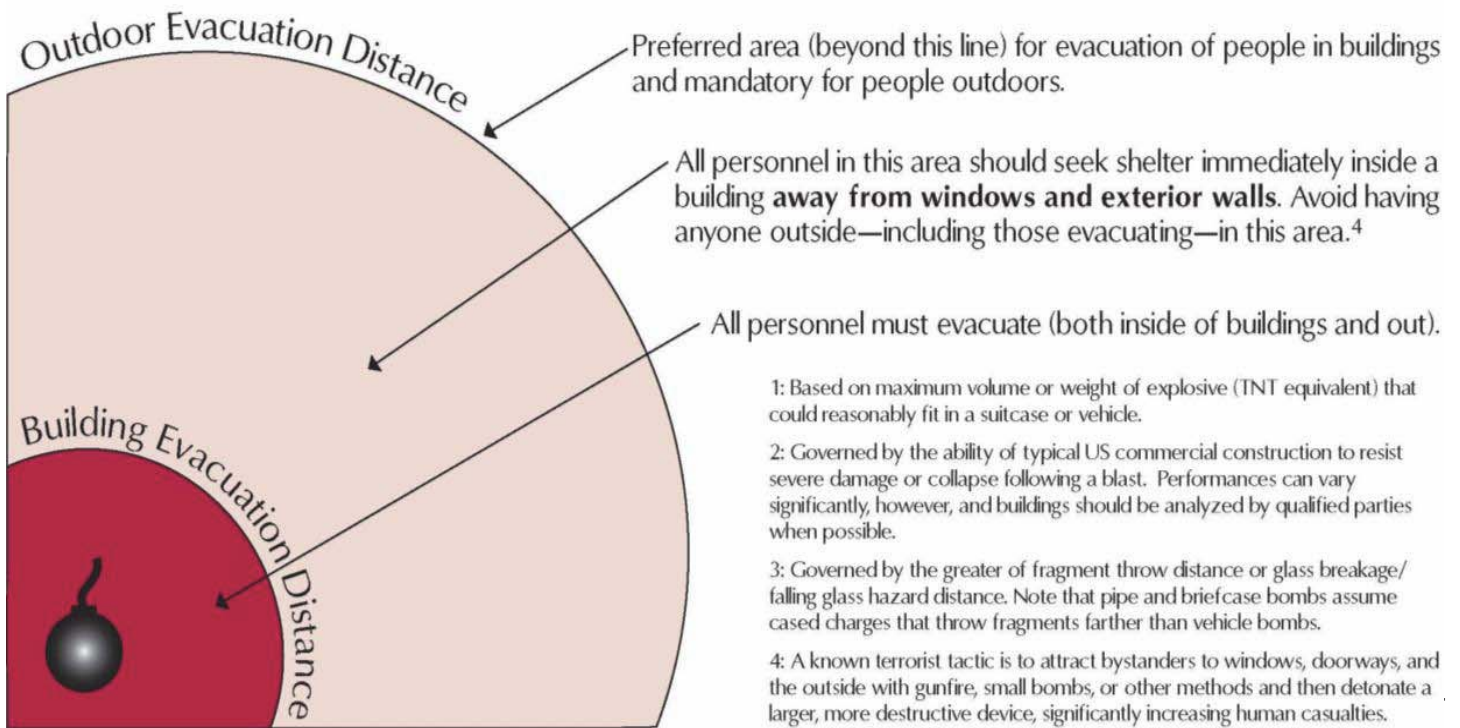
### **3.3. Things that Should be Done**

- 3.3.1. Student and employee rosters should be kept current.
- 3.3.2. Any and all media inquiries should go through the UAHuntsville Office of Public Affairs.
- 3.3.3. The UAHuntsville populous will be notified via UAlert in the event such notification is necessary. UAHuntsville Police or another authorized University official will be responsible for issuing appropriate emergency alerts.
- 3.3.4. The National Counterterrorism Center advises the following distances in the event of an evacuation:

## Bomb Threat Stand-Off Distances

Threat Description		Explosives Capacity <sup>1</sup> (TNT Equivalent)	Building Evacuation Distance <sup>2</sup>	Outdoor Evacuation Distance <sup>3</sup>
	Pipe Bomb	5 LBS/ 2.3 KG	70 FT/ 21 M	850 FT/ 259 M
	Briefcase/ Suitcase Bomb	50 LBS/ 23 KG	150 FT/ 46 M	1,850 FT/ 564 M
	Compact Sedan	500 LBS/ 227 KG	320 FT/ 98 M	1,500 FT/ 457 M
	Sedan	1,000 LBS/ 454 KG	400 FT/ 122 M	1,750 FT/ 533 M
	Passenger/ Cargo Van	4,000 LBS/ 1,814 KG	600 FT/ 183 M	2,750 FT/ 838 M
	Small Moving Van/ Delivery Truck	10,000 LBS/ 4,536 KG	860 FT/ 262 M	3,750 FT/ 1,143 M
	Moving Van/ Water Truck	30,000 LBS/ 13,608 KG	1,240 FT/ 378 M	6,500 FT/ 1,981 M
	Semi-Trailer	60,000 LBS/ 27,216 KG	1,500 FT/ 457 M	7,000 FT/ 2,134 M

This table is for general emergency planning only. A given building's vulnerability to explosions depends on its construction and composition. The data in these tables may not accurately reflect these variables. Some risk will remain for any persons closer than the Outdoor Evacuation Distance.

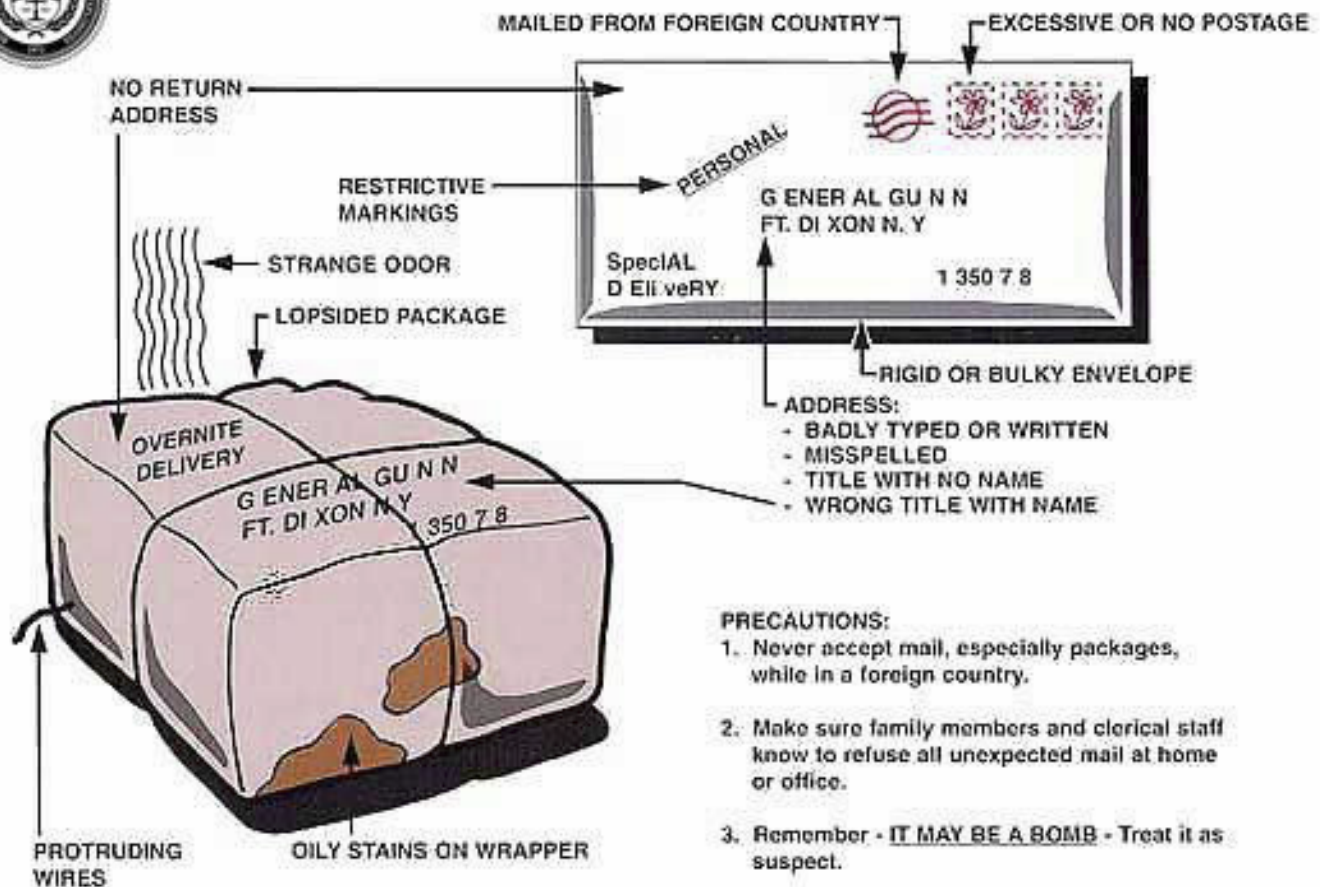




**Chapter 4: Suspicious Packages**



**WARNING! Suspect Letter and Package Indicators**



FOR MORE INFORMATION ON BOMB SECURITY OR BOMB THREATS, CONTACT YOUR LOCAL ATF OFFICE.  
ATF I 3324.1 (6/95)

Source: ATF website

**4.1. Public Awareness**

4.1.1. 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. You should clear the area immediately and notify the University Police at (256) 824-6911 or dial **911** to reach the Madison County 911 Center.

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

4.1.2.1. Mail bombs come in letters, books, and packages of various sizes, shapes, and colors;

4.1.2.2. Letter texture may feel ridged, look uneven or lopsided, or feel bulkier than normal;

- 4.1.2.3. Excessive amounts of postage may be present—often far more than needed;
- 4.1.2.4. The sender is unknown or there is no return address;
- 4.1.2.5. Handwritten notes appear, such as, “rush,” “personal,” or “private;”
- 4.1.2.6. The addressee normally does not receive mail at the office;
- 4.1.2.7. Cut or pasted homemade labels are used for lettering;
- 4.1.2.8. The letter or package may emit an odor, have oily stains, or appear to have been disassembled and re-glued;
- 4.1.2.9. Distorted or foreign writing is present;
- 4.1.2.10. Resistance or even pressure is felt when trying to remove contents from the package;
- 4.1.2.11. Several combinations of tape are used to secure the package;
- 4.1.2.12. Contents of the parcel may slosh or sound like liquid; some packages may emit noises, such as ticking;
- 4.1.2.13. The package or letter shows a city or state in the postmark that does not match the return address;
- 4.1.2.14. The package or letter is marked Foreign Mail, Air Mail and Special Delivery;
- 4.1.2.15. The package has protruding wires or aluminum foil;
- 4.1.2.16. The package or letter has incorrect titles, or a title but no name; or
- 4.1.2.17. Misspellings of common words are present.
- 4.1.3. In addition to physical characteristics, consideration should also be given to the listed factors to help determine the likelihood of a threat:
  - 4.1.3.1. Is there a common sense explanation to the letter?
  - 4.1.3.2. Have all reasonable explanations been exhausted?
- 4.1.4. If you are unable to allay your suspicions, call the University Police at (256) 824-6911, or dial **911** for emergency situations.



## 4.2. Handling the Package or Letter

### 4.2.1. If the suspicious letter or package is unopened:

- 4.2.1.1. 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.
- 4.2.1.2. Have everyone vacate the immediate area and close any door, or section off the area, to prevent others from entering.
- 4.2.1.3. Wash your hands with soap and water to prevent spreading any powder or other chemicals to your face.
- 4.2.1.4. List all individuals who handled, or were within close proximity to, the suspicious letter or package.

### 4.2.2. If the suspicious letter or package is opened:

- 4.2.2.1. **Do not panic.** Immediately report the incident to University Police at (256) 824-6911 or dial **911** to reach the Madison County 911 Center. Follow any instructions given to you by the dispatcher.
- 4.2.2.2. Do not try to clean up the substance. Cover the spilled contents immediately with anything (e.g., clothing, paper, trash can), and do not remove this cover.
- 4.2.2.3. Have everyone vacate the room and close any door, or section off the area, to prevent others from entering.
- 4.2.2.4. Wash your hands with soap and water to prevent spreading any of the substance to your face.
- 4.2.2.5. 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.
- 4.2.2.6. Shower with soap and water as soon as possible. Do not use bleach or other disinfectants on your skin.
- 4.2.2.7. List all individuals who handled, or were within close proximity to, the suspicious letter or package, especially those who had actual contact with the substance.

## Chapter 5: Response Protocols

**NOTE: The information in this section is For Official Use Only (FOUO) and has been removed for security purposes. Please contact the UAHuntsville Office of Emergency Preparedness for additional information.**