1. Purpose

1.1. The purpose of this Bomb Threat Response Plan is to provide guidance to Boston University (BU) personnel in reporting and responding to a bomb threat or to the discovery of a suspicious device, package or piece of mail.

2. Assumptions

2.1. BU is committed to making all staff aware of the proper reporting and response to a bomb threat or, the discovery of a suspicious device, package or piece of mail.

2.2. Bomb Threats

2.2.1. Bomb threats and actual bombings are presently on the increase in the United States.

2.2.2. There is no stereotypical bomb. A bomb can be constructed to look like almost anything. Most are homemade, limited only to the imagination of, and resources available to, the bomber. They can be placed or delivered in any number of ways with one common denominator—designed or intended to explode.

2.3. Suspicious Mail or Packages

2.3.1. Some common features of suspicious mail or packages include::

2.3.1.1. Fictitious, unfamiliar recipient or written to a former or terminated employee

2.3.1.2. No return address

2.3.1.3. Hand written or poorly typed address

2.3.1.4. Address to a title only or an incorrect title
2.3.1.5. Mailed from a foreign country
2.3.1.6. Excessive postage
2.3.1.7. Excessive string or tape on package
2.3.1.8. Misspelling of common words
2.3.1.9. Restrictive markings such as "Confidential", "Personal", "Fragile" or "Handle with Care", etc.
2.3.1.10. Excessive weight and/or feel of a powdery or foreign substance
2.3.1.11. Discoloration, staining or odors
2.3.1.12. Shows a city or state in the post mark that does not match the return address

2.3.2. The presence of one or more of the elements above does not necessarily make the package suspicious. In the final analysis, this evaluation depends upon the judgment of the individual screening the mail.

2.4. Staff will also be aware of the Building Emergency Evacuation Policy.

3. Definitions
3.1. None

4. Roles and Responsibilities
4.1. Environmental Health and Safety (EHS) is responsible for fire safety training.
4.2. The EHS Emergency Response Planning Division and BU Public Safety staffs are responsible for bomb threat, suspicious packages and mail identifications and response training for general staff.
4.3. BU Public Safety staff on each of the two campuses are responsible for responding immediately to a report of a Bomb Threat or Suspicious Package, for initiating lockdown procedures and for notification and communication as appropriate.
5. Notifications

5.1. Once a bomb threat is received, or a suspicious device, package or piece of mail is discovered, contact BU Public Safety at 353-2121 if on the Charles River Campus or 414-4444 if on the Medical Campus, to immediately report the threat or discovery.

5.2. Upon confirmation of a credible bomb threat an Emergency Response Team will be notified for a response using the BU Emergency Response Command System and Send Word Now (SWN).

5.3. Public Relations will be notified through SWN of a credible bomb threat or suspicious package that results in an offsite emergency response.

6. Procedure

6.1. Receipt of a Telephone Threat

6.1.1. Keep caller on phone as long as possible--DELAY--ask caller to repeat.

6.1.2. Get as much information about caller as possible.

6.1.3. Tell a nearby co-worker to contact BU Public Safety at 353-2121 if on the Charles River Campus or 414-4444 if on the Medical Campus and indicate that a bomb threat is being received.

6.1.4. Ask the following questions:

6.1.4.1. Where is the bomb located?

6.1.4.2. If time bomb, when is it set to explode?

6.1.4.3. What kind of bomb is it?

6.1.4.4. Why is caller doing this?

6.1.4.5. Note details: sex, accent, speech impediment, age, background noises, unusual phrases, etc.

6.1.5. After Receiving A Threat
6.1.6. Remain calm. Do not discuss the threat in public.
6.1.7. Do not touch suspicious packages, letters, objects, etc.
6.1.8. Do not start or repeat rumors.
6.1.9. Do not attempt to search for a bomb on your own. Leave the search effort to the appropriate authorities.

6.1.10. Convey to the Public Safety Staff all the information you have concerning the call and the caller or the letter or package.

6.2. How to Respond to a Suspicious Letter or Package

6.2.1. Do Not Open or Handle. Suspicious letters and packages should not be opened and should not be handled any more than is absolutely necessary. If the letter or package is deemed suspicious leave it alone and contact BU Public Safety at 353-2121 if on the Charles River Campus or 414-4444 if on the Medical Campus. Keep others away from the area. Do not send suspicious letters or packages to Public Safety or back to the mailroom.

6.2.2. Letter or Package Claiming Contamination. If you open a letter/package with information that claims to have contaminated you; but there is no substance seen or felt in the envelope or on the letter, the chances are that you have not been contaminated. Contact BU Public Safety at 353-2121 if on the Charles River Campus or 414-4444 if on the Medical Campus and tell them exactly what has happened. They will dispatch the appropriate personnel to your location to follow-up on your possible exposure and to document what has taken place. Secure the area until Public Safety arrives. Do not handle the suspicious item any more and do not let anyone else handle the item.

6.2.3. Letter or Package with a Foreign Substance. If you open a letter/package that claims to have contaminated you or there is
some sort of foreign substance in the envelope or package, place it on the desk or table top, careful not to disturb the substance. The person that opened the envelope/package and anyone containing the envelope/package or its contents after it was opened should immediately leave the room, close the door and wash their hands with soap and water. Remove any clothing that has the substance on it and place the contaminated clothing in a plastic trash bag leaving them in the bathroom. Then wash your hands with soap and water. Call BU Public Safety at 353-2121 if on the Charles River Campus or 414-4444 if on the Medical Campus to report the letter and tell the dispatcher you have opened the envelope/package, there is a substance inside, describe what you have found and what you have done up to that point.

6.2.4. The Risk will be Evaluated and Further Measures Taken If Necessary. BU Public Safety, BU Environmental Health and Safety and the Boston Fire Department will evaluate the risk to those in the room at the time of potential exposure as well as any impact on the remainder of the building. Based upon that risk assessment, further emergency measures may be implemented as necessary. BU Public Safety will secure the area and keep a record of actions taken including those who were in the area. If the risk is found to be minimal, other areas of the facility will not be disrupted and any necessary actions to return the area involved to normal activity will begin as soon as possible.

6.3. Follow the Orders of the BU Public Safety Officer or other Law Enforcement Officials.

7. References

7.1. Boston University Emergency Response Plan

ERP
8. ERP Revision History

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