# AP 10B – Bomb Threat (Suspicious Package/Letter)

**Action Plan Summary**

This Action Plan applies to the receipt of a suspicious package/letter or a bomb found at the utility. It is important to develop this plan in counsel with your local police and local fire department.

**INITIATION AND NOTIFICATION**

Initiate this AP as soon as a suspicious package or letter has been discovered.

As soon as possible, notify:

• 911

• [WUERM]

The WUERM should then notify others as appropriate. Examples include:

• Local Fire Department

• FBI

• ATF

Notification phone numbers can be obtained from the Organization Contact List in the Appendices as well as from Section III.D of the ERP.

**EQUIPMENT IDENTIFIED**

This equipment is available to assist in the execution of this Action Plan.

|  |  |
| --- | --- |
| **Equipment:** | **[Insert Name of Equipment]** |
| **Location:** | **[Insert Location of Equipment]** |

**SPECIFIC ACTIVITIES**

**I. Assess the Problem:**

Determining if a package is suspicious involves a careful evaluation. Some points to consider are:

• Incorrect address and or titles

• Titles but no names

• Visual distractions

• Possess a foreign postmark, airmail, or special delivery markings (Personal, Confidential, Special Delivery, Open by Addressee Only)

• Return address irregularities, including no address, one not matching the postmark, or not familiar

• Badly typed or poorly written addresses

• A package not expected by the addressee

• Deficient or excessive postage, unusual stamps

• Packages within packages

• Be from a company/person you do not recognize

• Be hand delivered by a person other than normal delivery persons, especially by a person using a non-delivery type vehicle

• Foul Odor

• Left behind by someone you have not seen before

• Left behind by someone known to carry a grudge against you, your facility, someone at your facility

• Oily, stained, or crystallization on the outside

• Rigid or bulky

• Odd shaped, unevenly weighted, lopsided, or lumpy

• Possess protruding wires or tinfoil

• Over-wrapped with excessive securing material such as tape or string

• Feel (See notes section to the right) Most bombs are homemade and can look like nearly anything. Suspect anything that looks unusual.

Although the presence of one of these conditions does not mean, for certain, that there is a bomb in the package, check further if any of these indicators are present. Find out if the recipient is expecting the package, recognizes the return address, and if the package is the right size for the item expected. Verify the return address. If any of these comes up a “no,” investigate further and alert [WUERM], and police.

**DO NOT OPEN SUSPICIOUS PACKAGES and / or LETTERS.**

Packages within packages may be an attempt to mask or hide the actual explosive device

If the bomb contains nitrogen-based fertilizers, there will be an odor that people can smell. The next time you fertilize your lawn or garden, smell the fertilizer. This is similar to the odor of nitrogen-based bomb components.

Chemicals used may “sweat” that in turn stain the package wrapper.

Letters have a normal ‘feel’. Those that contain devices may not ‘feel’ right as the presence of plastic or metallic components may alter the normal’ feel’ of a letter.

**II. Isolate and Fix the Problem:**

1. Remain Calm

2. Do not touch or move package

3. Notify the [WUERM] if not already done.

4. While waiting for instructions, clear the area around the object and try to determine ownership (Did anyone see who left this here?)

5. Notify police.

6. Implement the [UTILITY ABBREVIATION] policy on evacuation.

7. Direct any media questions to the [Information Officer], [IO].

**If a bomb is found note:**

• Exact location of the object

• Size of object

• Type of container or wrappings and marking on package

• Any sound coming from object Let the trained bomb technician determine what is or is not a bomb.

**Do not use radios or other wireless devices near a suspected bomb.**

The radio transmission energy can cause premature detonation of an electric initiator (blasting cap)

**III. Monitoring:**

**In event of an explosion:**

**•** Get out of the building as quickly as calmly as possible.

• IF items are falling from bookshelves or the ceiling, THEN get under a sturdy table or desk until the situation has stabilized enough for your safe passage.

• Ensure your own safety before trying to help others.

**IV. Recovery and Return to Safety:**

IF evacuated, THEN do not return to the building until it is determined safe by appropriate authorities

**V. Report of Findings**

Debrief after every bomb threat response to improve procedures.

The Utility [Security Director] should file an internal report for the Utility’s files and also provide information as requested to Local Law Enforcement and other outside agencies.

**VI. AP 10B Revision Dates:**

**[Insert Dates of Revision of Action Plan 10B]**