

<b>Subject: Bomb Threats</b>	<b>Page 1 of 2</b>
<b>Effective Date: July 1997</b>	<b>Revision Date: November 2011</b>
<b>Amends/Supercedes: 900.160/900.200/July 2007</b>	<b>Approved by: Chief Kevin Higdon</b>
<b>Meets Accreditation Standard:</b>	

## **Section 1000.120 Bomb Threats**

### **Bomb Threats**

The bomb threat response procedure is designed to aid in handling bomb threats. Bomb threat response is initiated in one of three ways:

- Receipt of a bomb threat.
- Location of an explosion or suspected explosive.
- Removal of suspected explosive device.

### **Receipt of Bomb Threat**

The Communications Section should handle all incoming calls concerning bombs, explosives, or suspect devices.

Upon identification of a bomb threat, communications personnel should save the call if possible. In addition, the following should be considered while handling the bomb threat call. This procedure should also be followed with third party calls: ex: 911 transfer, or a person calls and states that a person has called their workplace with a bomb threat.

- Attempt to trace the origin of the call, if possible through dispatch 911 and CAD capabilities.
- Acquire as much information as possible concerning whom? What? Where? When? And How?
- Dispatch should notify the on duty-commanding officer of nature of threat.
- After a threat has been received, radio will dispatch the available resources and at least one (1) commanding officer.
- Dispatch, at the direction of the commanding officer should notify the proper agency to assist in handling the bomb threat incident. Ex: Bomb dog, Bomb Squad, etc.

### **Responsibility of Responding Resources**

Upon arriving at the scene of the bomb threat, officers should assess the scene for safety and make note of exits and entrances. On scene commanders should determine the course of action to be taken under possible courses of action.

There are at least four-(4) possible courses of action available:

- Ignore the threat i.e., take **NO** action.
- Search **without** evacuation.
- Search with evacuation
- Evacuate and standby.

Which course of action to follow must be decided after analysis and planning. The commanding officer should make available the necessary resources when available.

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### **Responsibility of Commanding Officer**

The commanding officer shall be responsible the direction and management of The scene. The commanding officer shall utilize whatever resources are at their disposal to make the decision on the best course of action to take.

- The commanding officer should consult with the owner or operator of the structure to determine appropriate course of action and make recommendations.
- If a search is conducted, the Shively Police shall standby or assist in a search or evacuation if requested by bomb squad or competent authority.

### **Search procedures**

Prior to the actual search, planning should include study of the floor plan, designation of primary target areas, and the assignment of individual search areas to allow for fast efficient search without repetition. The on-scene commanding officer should establish a Command Post where all reports of completed area searches or located suspicious devices could be channeled. Portable radios should not be used to transmit during a search.

- Persons familiar with the threatened area or structure should be used to help in the search.
- A search should be conducted in a logical, methodical and safe manner.
- If a suspicious device is located it should not be handled. A bomb squad member shall be contacted.
- The immediate and nearby area shall be evacuated and secured.
- All movement and access shall be restricted until area is cleared or rendered safe.

### **Post Bomb Threat Procedures**

After bomb threat has been cleared without incident, the Shively Police Department shall assist in normalizing the incident area or until otherwise instructed by competent authority.

- In the event a bomb is detonated, the Shively Police Department will assist in emergency procedures. Officers should refer to **Section 1000.130 for Emergency Disaster Procedures.**

### **Location of an Explosive Device**

- No vehicles shall transport explosive devices.
- Officers shall notify the shift commander when explosives either suspected or confirmed are located.
- In all cases where explosives are involved, a bomb disposal unit shall be notified. Shively Police will cooperate and assist in the transportation or removal of the device on instructions from the bomb squad.