

BOMB THREAT SOG

GUIDELINES FOR RESPONSE TO BOMB THREATS AND SUSPICIOUS OBJECTS

Receiving Bomb Threats

When a bomb threat is phoned in to the Fire Department, the person receiving the call will:

- Note the time the call was received.
- Gather as much information as possible without antagonizing the caller.
- Keep the caller on the line as long as possible, ask him to repeat the message and try to record every word spoken by the person. If the caller does not indicate the location of the bomb or the time of possible detonation, he should be asked for this information.
- Ask the caller to describe the bomb, paying particular attention to any technical terms used (i.e. switches, relays, etc.).
- Pay particular attention to and note background noises such as music, motors running or any other noise, which may give a clue as to the location of the caller.
- Listen closely to the voice (male/female), voice quality (calm, excited), accents, impediment, etc. (i.e. distinguishing factors).
- Immediately have someone call Ameritech number if available.
- While on the phone with caller, direct additional staff to call Ameritech (216-822-7017) and request an emergency trace once you have established the call to be a threat. If caller hangs up, *do not* hang up your phone from which the call was received. A trace may be made by contacting Ameritech immediately.

When a bomb threat is phoned in to location other than the Fire Department:

- * When a bomb threat was received directly at the threatened location or at some location other than the Fire or Police Departments, the responding OIC shall speak to the person who received the threat and gather the necessary information following the above guidelines.

When a bomb threat is received in written form the person receiving the written threat will be directed to:

- Avoid further unnecessary handling of materials. **THIS IS PRIMARY EVIDENCE.**
- Save all materials including any envelope or container.

Response to Bomb Threat

- Central Communications will alpha group page all officers with pertinent information. Officers responding to the scene should notify Central by radio that they are in route. If an Officer does not respond within five (5) minutes, the closest station shall be toned-out to respond to that Station, Code 2. The Dispatcher shall provide additional information by telephone to the station.
- The Youngstown Bomb Squad should be notified of the threat and placed on standby. The Youngstown Bomb Squad's response to bomb threats is limited to those of an unusual nature or those made against high threat areas. However, the Youngstown Bomb Squad will respond to a suspicious package or device. Early notification permits the bomb squad to evaluate their resources in case a response is requested.
- In the event Youngstown Police Department Bomb Squad is not available, Summit

County will be notified (per agreement). Department of the Army EOD will respond to suspicious packages or explosive devices found. The EOD ETA is approximately five (5) hours. The EOD will render save conventional ordinance, improvised explosives devices (homemade bombs, booby traps, etc.), chemical munitions, and nuclear ordinance.

Organizing a Search

The OIC will organize those persons *familiar* with the threatened location (i.e. security, maintenance personnel, etc.) to conduct a thorough search of the premises. The following instructions will apply:

- Fire Department personnel on the scene will NOT be responsible for the search. The people familiar with the building contents will be responsible for searching the scene. Fire Department personnel will, however, assist.
- Occupants cannot be compelled to search the building.
- Portable radios and pagers will be turned off.

The Decision to Evacuate - Threat Only

- In the event of a threat only, the decision to evaluate will be made solely by the management of the building, NOT the fire department, as this decision can be costly to production and/or services in the event of a hoax.
- The decision to evacuate a location/structure lies with the responsible owner/agent until the identification of a potential hazardous device is made. If a decision to evacuate is ordered, encourage those people evacuating to take personal belongings (i.e. purses, coats, keys, phone directories, etc.) with them. Have occupants open windows and doors as possible to minimize primary damage from blast and secondary damage from fragmentation while making a quick check of “their” area prior to leaving.
- Once suspicious package is located, Fire or Police Department OIC should an evacuation.

Procedures for Suspicious Objects Located on Premises

- An immediate evacuation of the structure/location shall be ordered. The owner/occupant shall, prior to evaluation, establish a meeting place for all resident/employees. (To avoid scatter.) Roll call should be taken.
- DO NOT cover or otherwise touch the strange, suspicious, unusual or unaccounted for object(s).
- Report the location and description of the suspicious object to the Fire Department OIC. The OIC will authorize the calling of the Bomb Squad/E.O.D. technicians.
- Report the exact location and description of the object to the Bomb Squad technicians.
- A staging area will be designated for additional arriving units.
- Fire Department apparatus shall be dispatched and will report to the staging area.
- An ambulance shall be requested to stand by in the staging area.
- The Western Reserve Joint Fire District OIC will be responsible for notifying the proper authorities and agencies (Fire Chief, Western Reserve Joint Fire District/Metro Arson Investigation Unit, A.T.F., Police Detective Division) for on-scene investigation and evidence gathering.
- Identify the danger area and block it off with a clear zone of at least 300 feet including areas above and below the object. A one thousand-foot evacuation zone is preferred, if possible. Suggest owner establish meeting area for their employees.

- Establish entrance controls to prevent unauthorized access to the area and immediate outside perimeter.
- All personnel shall be aware that a second device might be present.
- Upon arrival, Bomb Squad technicians will control the scene and evaluate the situation.

Bomb Response Principles

- DO NOT TOUCH suspected devices;
- Human life shall not be placed in jeopardy for the purpose of securing or preserving evidence or property;
- Only Bomb Squad personnel or those requested by the Bomb Squad shall be permitted within the bomb disposal operation perimeter.
- Paramedics and emergency fire personnel will be present when the Bomb Squad responds to the scene of a suspicious item.

General Safety Considerations

Bomb Squad operation considerations for safeties by priority are as follows:

- Public safety;
- Safety of the personnel on the scene;
- Protection and preservation of public and private property;
- Collection and preservation of evidence; and
- Convenience to the public/restoration of services.

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