

TITLE: BOMB THREATS, BOMB EMERGENCIES, AND SUSPICIOUS ITEMS

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PURPOSE

The purpose of this directive is to establish procedures for handling bomb threats and is applicable to all personnel employed by the Santa Fe Police Department.

DISCUSSION

Experience shows that the majority of all bomb threats are hoaxes; however, some threats are real and appropriate action must be taken to prevent the potential for loss of life, injury and property damage.

POLICY AND PROCEDURE

INITIAL RESPONSE

41.1.01 Officers shall respond to the scene as quickly as possible with due regard for public safety.

41.1.02 Arrival at any bomb threat scene must be as low-key as possible to avoid undue panic.

A. When the report is of a suspicious device actually located, responding officers are authorized to use emergency equipment to get to the scene. All radio transmission and cellular telephone use will be discontinued at least 300 feet away from any suspicious device. Because of the importance of coordination between responding units and perimeter personnel, transmissions outside of the 300 foot perimeter should continue as needed.

B. Responding officers will assist with the evacuation of the premises, and they will establish at least a 300 foot perimeter from the suspicious device or package. Once established, no personnel will be allowed inside the perimeter except for EOD personnel. Under no circumstance will officers go into the premises to view the device. Responding officers will also conduct an immediate search of the perimeter area for possible secondary devices and extend the perimeter as necessary. Special care should be given to selection of on-scene command post location as well as evacuation routes based on the size of the threat and its location.

C. The first officer at the scene will locate and separate the witness who located the suspected device, so that the EOD Technician may interview him/her.

D. EOD Commander or his designee will be contacted and advised of the circumstances by dispatch or the on scene supervisor.

41.1.03 The first officer on the scene shall attempt to establish contact with the person who is responsible for control of the premises. All activity shall be coordinated through this individual.

41.1.04 The officer shall evaluate the situation, determine if additional help is needed, and contact a supervisor by telephone as soon as practical to relay all details.

41.1.05 If the threat was received by telephone and it was recorded, the officer shall take steps to secure the tape as evidence.

41.1.06 The person who received the threat is critical to any investigation into the incident. That person must be thoroughly questioned, with emphasis on the information required to complete the officer's report.

41.1.07 If officers encounter a situation in which they are unsure of what action is to be taken, they will notify their supervisor who in turn will notify the EOD Unit Commander, and a determination by

the EOD Unit Commander will be made to activate EOD Unit Personnel.

- A. If the EOD Unit Commander is unavailable, the Field Commander will contact a member of the EOD Unit and activate them to respond to the scene.

EVACUATION

41.1.08 Evacuation of any bomb threat area is a decision that will have to be made on the merits of each individual case. The decision to evacuate where no suspect device has been located will rest with the facility manager or his designee. If police advice is sought, it shall always be to evacuate.

- A. If a device is found, the police will in all cases **ORDER IMMEDIATE EVACUATION.**
- B. The order to evacuate shall be passed along by word of mouth if possible and handled in an orderly manner to prevent panic and unnecessary injury.
- C. The facility manager shall be consulted regarding possible evacuation routes and, if time permits, those areas shall be searched prior to evacuation.
- D. Care must be taken to ensure that all occupants are out of the building and do not re-enter without permission.
- E.
 - Other
 - factors to be taken into consideration when determining a safe distance for evacuation include:
 1. Proximity to other potentially explosive areas;
 2. Location of adjacent/adjoining buildings;
 3. Proximity to occupied areas;
 4. Scope and magnitude of the threat; and
 5. Availability of adequate cover.

41.1.09 The responsibility for returning persons to an evacuated area shall lie with the party responsible.

SEARCHES

41.1.10 The facility manager or designee shall be advised to enlist help from his/her employees to discreetly search those areas with which they are most familiar with.

41.1.11 Officers on the scene should advise the facility manager that enlistment of employees to conduct the search should be from volunteers and that the possibility exist of serious injury or death exist should a detonation occur during their search.

41.1.12 All search personnel should be instructed to look for anything that is unfamiliar or out of place in a given area and **NOT TOUCH OR DISTURB** any suspicious or unfamiliar packages or containers.

41.1.13 Search personnel should also be advised not to turn lights on/off while in the building and to carry a flashlight to search dark areas or rooms.

41.1.14 On-scene police personnel may assist in the search, but their search will be limited to public areas, such as rest rooms, stairways and exterior of the building.

41.1.15 An interior search shall be conducted in an organized manner, starting with areas accessible to the public.

41.1.16 An exterior search of the facility shall be conducted, paying particular attention to the base of the building and any areas open to the public.

41.1.17 Upon completing a search where no suspect device is located, a follow-up search can be made, utilizing different personnel if manpower and time allows.

41.1.18 If a detonation time has been given, all persons assigned to the search shall evacuate the area at least one-half hour prior to detonation time given. They shall wait one-half hour after detonation time to re-enter facility.

41.1.19 After a thorough search, if no bomb or suspected bomb is discovered, the person in charge of the facility will be informed that “No bomb was found.” Under no circumstances shall any member of the Santa Fe Police Department issue an “ALL CLEAR” statement or authorize any person to return to a site that has been evacuated, other than at any police building. That decision rests with the facility manager or their designee.

41.1.20 Due to the possibility of booby traps and lack of training in this area, field officers will not search vehicles for explosive devices. The aid of an EOD technician should be enlisted for this search.

SUSPECTED DEVICE IS LOCATED DURING SEARCH

41.1.21 DO NOT TOUCH, MOVE OR ATTEMPT TO REMOVE THE DEVICE.

41.1.22 Order an immediate evacuation following the guidelines established in this Directive and secure the scene.

41.1.23 Make contact with police communications by land line telephone, or may use radio or cellular telephone if at least 300 feet from the suspicious device, and relay pertinent information.

41.1.24 Request a supervisor respond to the scene.

41.1.25 Request additional police and fire personnel, if needed.

41.1.26 If the device is found by a citizen, attempt to ascertain if it has been moved or touched.

41.1.27 If time allows, make note of the following:

- A. Location of the device.
- B. Size.
- C. Color.
- D. Exposed wires or foil.

E. Oily or greasy stain or residue.

F. Burned marks or areas.

G. Return address if received by mail.

41.1.28 The responding supervisor will notify communications and cause the EOD Unit, Fire Department, Emergency Medical personnel, and the Chief of Police to be notified.

41.1.29 Upon arrival of the first EOD technician, the incident shall be turned over to the EOD Unit and handled in accordance with established procedures. Uniform personnel shall support the EOD Unit and act at their direction.

41.1.30 When a device is located, it shall be the responsibility of the EOD Unit Technician to debrief the Chief of Police, following the incident.

POST-EXPLOSION PROCEDURES

41.1.31 If an explosion occurs prior to or after the arrival of police personnel, it is imperative that officers on the scene work in unison with other emergency response personnel to stabilize the situation as soon as possible.

41.1.32 Seal off the area to prevent any further damage and to minimize contamination of the crime scene.

41.1.33 Assume that there may be a secondary device which could be detonated. If time allows and no one’s life is in imminent danger, wait for the EOD Unit to arrive and conduct investigation.

41.1.34 To conduct follow-up searches at bomb crime scenes refer to policy on “Search and Seizure.”

EXPLOSIVES IN GENERAL

41.1.35 Explosives in general, such as, but not limited to old military ordnance, blasting materials, chemicals (liquid or powder), dynamite (discarded or stored), will be handled in the following manner:

- A. The officer in charge is only to verify the possibility that the substance is a possible explosive, he/she must **NOT TOUCH IT**. Moving or touching could cause detonation.
- B. The officer in charge is to contact his supervisor and the civilian in charge, whereupon, a determination will be made if immediate emergency transportation of the substance is warranted. In any case, the EOD technician is to be notified, if possible by the supervisor, of the circumstances and action to be taken before such action is taken.
- C. If at all possible, never carry or transport any explosives.
- D. Under no circumstances are explosives to be stored by police or civilian personnel in the evidence room, vehicles (other than the secured day box in the EOD vehicle), lockers, closets, buildings, dwellings, etc...

GLOSSARY

DEVICE - explosive device

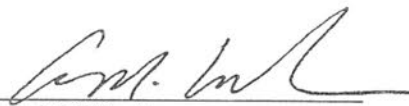
EVACUATION - Vacate an area or building.

PROXIMITY - closeness

SCOPE – size

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APPROVED: _____


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Chief of Police

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