

EVERETT POLICE DEPARTMENT

POLICY & PROCEDURE FOR HANDLING BOMB THREATS & SEARCHES.

EVERETT POLICE DEPARTMENT POLICY & PROCEDURE NO. 7.10	ISSUE DATE: 08/01/2013
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MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 46.1.3 a,b,c,d,e,f,g,h. 46.1.4 a,b,c,d,e,f. 46.1.5 b. 46.2.1 a.	REVISION DATE: _____

MASSACHUSETTS STATE POLICE BOMB SQUAD 1-508-820-2121

MASSACHUSETTS STATE POLICE MEDFORD 1-781-395-0100

BOSTON POLICE BOMB SQUAD 617-343-4245

I. GENERAL CONSIDERATIONS AND GUIDELINES

It is the purpose of this policy to provide Incident Commanders, police officers and 911 dispatchers with a protocol for managing threatened or actual bombing incidents to include response, secure deployment of personnel, voluntary or involuntary evacuations, requests for specialized units or equipment, crime scene search and investigation procedures.

THIS POLICY CONCERNS INFREQUENT EVENTS WHICH PRESENT HIGH LEVEL OFFICER SAFETY FACTORS OR ISSUES.

II. POLICY

Many bomb threats are later determined to be hoaxes, however, all present serious response concerns for public safety personnel. It is the policy of this

department to see that all responses to bomb threats be conducted systematically, efficiently and in a manner that gives primary consideration to the protection of human life. The Everett Police Department Incident Commander will have primary responsibility for securing the scene and conducting the investigation of any bombing incident. Command will be transferred to Everett Fire Department should a device deploy causing fire or structural damage. The Police Department Incident Commander should make themselves available to assist the Fire Department Incident Commander. Once the scene is secured, command will be transferred back to the Police Department Incident Commander for a continuing criminal investigation.

46.1.3 a

III. DEFINITIONS

BOMB THREATS: A bomb threat condition exists when an explosive device has been reported or is suspected at a given location.

BOMB EMERGENCY: A bomb emergency exists when a suspected or actual explosive device has been located or detonated.

IV. PROCEDURES: 46.1.5 B

(1). CALL TAKER (DISPATCHER) OR (POLICE OFFICER) RESPONSIBILITIES:

The call taker receiving the bomb threat or warning from callers shall, to the best of their ability document and disseminate the following information utilizing the BOMB THREAT CHECKLIST:

- a. Keep the reporting person on the line:
- b. Identify the location of the device as precisely as possible and try to find out when it will be or has been detonated:
- c. Determine the type of Device:
 - What the device looks like:
 - They type of bomb involved:
 - The form of detonation (radio, time delay, fuse etc.)
- d. Be alert to:
 - Exact wording of the threat:
 - Listen to estimate the sex, race and age of the caller:
 - Try to identify any background noise.

- e. Immediately dispatch all appropriate emergency units, police, fire and EMS ambulance indicating this is a suspected BOMB THREAT INCIDENT. Dispatchers shall document in the dispatch log time sensitive information to include: command post activity, arrival of specialized units and personnel, injuries, arrest(s) and changing circumstances. Assignments and movement of personnel are made strictly by the on-scene Incident Commander and are based exclusively on safety issues.
2. The Call Taker Shall:
Notify the Officer in Charge and the Patrol Supervisor Immediately.
3. Based on the circumstances of the threat:
 - (1.) The Patrol Supervisor shall request the Massachusetts State Police Bomb Squad for their assistance. 46.1.3 d

Massachusetts State Police Bomb Squad Framingham 1-508-820-2121

Note: In the event that the State Police Bomb Squad cannot respond, the Everett Police Incident Commander shall notify the Boston Police Bomb Unit at 617-343-4245 or 617-343-5515, and if necessary the Boston Police Communications Turret at 617-343-4680.

- (2.) - Recommended procedures for Bomb Threat Incidents occurring at the following locations shall be:
MBTA Bus, Train, RR Track – Transit Police 617-222-5151
Incoming Mail Center/Post Office – U.S. Postal Police 1-800-300-3492 and U.S. Postal Inspectors 617-654-5865

Responding Officers Operations Responsibilities: 46.1.4

- (1.) Responding officers shall establish and securely maintain an inner perimeter of at least 500 feet from the facility or area in question. All public safety vehicles shall be located outside the inner perimeter. Radio communications shall not take place within the inner perimeter since this may detonate the device. 46.1.4 a
- (2.) The Police Incident Commander (is responsible for several critical tasks) should select a command post outside the inner perimeter, establish scene security, communications, control and objectives. Additionally, the Police Incident Commander with the Fire Commander shall jointly designate one staging area for responding personnel. 46.1.3 b,e,46.1.4c

Critical Tasks For Incident Command Personnel:

- ESTABLISH COMMUNICATIONS AND CONTROL,
 - IDENTIFY THE “KILL ZONE”,
 - ESTABLISH INNER PERIMETER,
 - ESTABLISH OUTER PERIMETER,
 - ESTABLISH COMMAND POST,
 - ESTABLISH STAGING AREAS,
 - REQUEST RESOURCES.
- (3.) It is the primary responsibility of the Police Incident Commander to maintain the safety of all affected personnel. The Incident Commander shall immediately request additional personnel, to direct and control traffic, equipment and material as needed to safely secure and maintain the integrity of the crime scene and allow for a safe and lawful search for criminal evidence or suspects. Any suspect(s) taken into custody for any reason at the scene of a bomb threat incident, whether a device is found or not, shall be carefully and thoroughly searched prior to transporting or booking at headquarters. 46.1 3c,g, 46.1.4 d,e

(B.) SEARCHING FOR EXPLOSIVE DEVICES:

1. If a device has not been located by the time emergency units arrive, the Patrol Supervisor or Incident Commander shall locate the facility owner or manager to determine if they will authorize an evacuation and search of the facility.
 - a. If the decision is made not to evacuate or search the facility, it is the Patrol Supervisor/Incident Commander to record this in their official police incident report.
 - b. If a search is conducted, those familiar with the facility, such as janitors or security officers should be utilized. If there is no one else to search the facility, the police will conduct the search.
 - c. If no device is found, we cannot conclude that one does not exist, only that a device was not found.
 - d. If an actual device or suspected explosive device has been detected, a safe and orderly evacuation shall be conducted, regardless of the facility management’s authorization. 46.1.4 b

If the incident is occurring in a school or a government facility, the Incident Commander should consider utilizing the services of a bomb detecting canine or the Massachusetts State Police Bomb Squad as a practical option.

(C.) LOCATED EXPLOSIVE DEVICES:

1. If a suspicious device is located, the immediate area shall be isolated and secured by a sufficient number of personnel. The Massachusetts State Police Bomb Squad shall be notified. Under no circumstances shall Everett Public Safety Personnel attempt to inspect, move or disarm the device. 46.1.3 d,g

THERE ARE NO EXCEPTIONS TO THIS RULE.

CONSIDERATION SHALL BE ALSO GIVEN TO THE POSSIBILITY OF A SECONDARY EXPLOSIVE DEVICE IN THE AREA OF PUBLIC SAFETY PERSONNEL. 46.1.3 g

2. The facility shall be evacuated beyond the established 500 foot perimeter. 46.1.4 a, b
3. The patrol Supervisor shall be the Incident Commander of the scene, unless relieved by an Everett Police Superior Officer of higher authority and experience, who will then assume the responsibility of Incident Commander. The Incident Commander has overall responsibility for the management of all incident activity including continuously updating the Officer in Charge at Everett Police Headquarters, briefing investigators and responding specialized units as they arrive. 46.1.3 a, 46.2.1 a
4. The Officer in Charge shall notify the Patrol Commander who will notify the Chief of Police, the Community Service Commander and if needed, the Public Information Officer. 46.1.3 c, f
5. It would be advisable for the Officer in Charge at headquarters, to activate the Everett View Camera System for any camera which may have recorded suspicious activity or area prior to the report of this bomb threat incident.
6. The Massachusetts State Police Bomb Squad Commander shall have functional authority to direct all public safety personnel in a manner to accomplish the mission in a safe and expedient manner.

(D.) THE EVERETT POLICE DEPARTMENT SHALL HAVE THE PRIMARY RESPONSIBILITY FOR THE INVESTIGATION OF ANY BOMB THREAT OR BOMBING INCIDENT.

The Incident Commander Shall request assistance from the Massachusetts State Police C-PAC Unit assigned to the Middlesex County District Attorney's Office 781-897-6600 (after hours 1-978-538-6020). Additional assistance from the Everett Fire Department or any State or Federal Agency the Incident Commander and/or Lead Investigator deem necessary, or whose involvement is required by State or Federal Law. All public and news media information shall be released through the Everett Police Public Information Officer. (PIO) 46.1.3 d, f, 46.1.4 f

V. AFTER ACTION REPORT:

At the conclusion of every incident involving the removal of an actual device, the Incident Commander shall within a reasonable amount of time, but not to exceed 72 hours, submit an After Action Report (AAR). The AAR shall include (if available) any report(s) from outside agencies who responded to or assisted with this incident. This report shall be reviewed for any circumstances which caused or could have caused injuries, security violations, or communication malfunctions affecting public safety personnel. The AAR shall serve as a training format for future similar incidents. 46.1.3 h

VI. EVERETT POLICE DEPARTMENT BOMB THREAT CHECKLIST 46.1.5 b

- KEEP THE PERSON TALKING
- REMAIN CALM
- NOTE THE CONVERSATION

Dispatcher _____ CR# _____

Date Call Received: _____

Time Call Received: _____

Exact words used by the caller: _____

QUESTIONS TO ASK THE CALLER:

1. When is the bomb going to go off?
2. Where is the bomb?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place the bomb?
6. Who are you?
7. Where are you?

CIRCLE THOSE THAT APPLY:

Caller: Male Female Adult Juvenile

Voice: Loud Soft High Low Rough

Speech: Fast Slow Distinct Slurred Stutter

Language: Educated Normal Obscene

Accent: Local Regional Foreign

Manner: Calm Angry Deliberate Hysterical

Background Noise: Quiet Party Traffic Factory