

# Germantown Police Department

## Policies and Procedures

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**Number:** 9-3  
**Effective Date:** January 1, 2003  
**Subject:** Bomb Threat Response  
**Previous Revisions:**

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### I. PURPOSE

The purpose of this policy is to establish standardized procedures for officers responding to bomb threats.

### II. POLICY

It is the policy of the Germantown Police Department that officers should respond to bomb threat situations in an organized, quiet, and methodical manner.

### III. PROCEDURE

Bomb threat calls will be dispatched to field officers as a "Signal 20." The officer should evaluate the scene upon arrival. If no item or suspect package is found which gives the indication of explosives being present, it is not necessary to notify the Bomb Squad/Unit. The Bomb Squad/Unit's response to bomb threats will be limited to those of an unusual nature or those against high threat areas as determined by a Bomb Squad/Unit Supervisor. In the event a Bomb Technician is requested, the field supervisor will notify the dispatcher, and he/she will notify the SCSD Bomb Squad or MPD Bomb Unit. The field supervisor will stand by and assist the Bomb Squad/Unit as requested. A copy of all memos and offense reports regarding bomb threats and/or bombings will be forwarded to the Investigative Division.

### IV. RESPONSE

Searches and evacuation of areas receiving bomb threats will normally be the responsibility of the activity owner/manager.

- A. If there is a need to evacuate, it must be conducted in a controlled, methodical manner. Panic is the enemy in emergency situations.
- B. If searches are to be done, an explosive detection K-9 will be used to expedite the search.

- C. Any time there is evidence that an explosive device or bomb is present, common sense should dictate the safety of personnel.
- D. Searchers should pay particular attention to areas open to the public.
  - \* Only Bomb Technicians are authorized to search vehicles.
- E. All searchers will be instructed not to disturb any suspicious items that may be located.
- F. If an item has been identified as a suspect explosive device, or a device has been detonated, an evacuation will take place. All occupants should be evacuated and moved 300 feet from the structure and behind cover. It will also be the responsibility of Uniform Patrol to secure the area and to prevent anyone from entering the area of any suspected explosive device or post-blast scene. The Bomb Squad/Unit shall be notified immediately and will take charge of the situation. The highest ranking Bomb Technician will take charge of the scene upon arrival and determine what additional equipment and personnel will be needed.
- G. The suspect package/explosive device is not to be handled, touched, tilted, or tampered with by anyone other than a Bomb Technician, regardless of rank or assignment.
  - 1. Once the Bomb Technician arrives, the Bomb Technician will be in charge and all on scene police personnel will assist the Bomb Technicians as requested at that time.
  - 2. The Fire Department and Paramedics must be on the scene while working any explosive/bomb situation.

**V. CHECK LIST**

- A. Floor monitor/supervisor advises personnel (not public) that a threat has been received.
- B. Have personnel look around their immediate work area.
- C. Verify that containers in the immediate work area can be accounted for (briefcases, lunch boxes, packages, etc.).
- D. Check areas of public access (restrooms, trash cans, telephone booths, mail boxes, hallways, lounge areas, janitor stations, stairwells).
- E. Look in trash cans, behind plumbing fixtures, etc.

- F. Target areas that would enhance an explosion.
  - 1. Computer center
  - 2. Communication Center
  - 3. Boiler rooms
  - 4. Gas meters
  - 5. Electrical centers
  - 6. Trash cans
  - 7. Main switches
  - 8. Flammable storage
- G. Do not touch a strange or suspicious object - a description and location should be reported to security personnel.
- H. The object and area should be isolated. Have personnel move to another area.
- I. If an evacuation is ordered, **DO NOT LOCK OR CLOSE WINDOWS**. This allows a blast wave to escape.
- J. **CAUTION**: Do not use radios. Radio transmission energy can cause detonation of an electric initiator (blasting cap).
- K. After personnel have thoroughly checked their area of control and nothing suspicious is located, floor monitors will advise GPD that area is clear and nothing suspicious found.

## **VI. REVIEW PROCESS**

An annual review of this policy shall be conducted to determine if it should be revised, cancelled or continued in its present form.

This order shall remain in effect until revoked or superseded by competent authority.