

A. PURPOSE. To outline the proper methods for responses to bomb threats and the disposition of suspected or actual explosive devices

B. RESPONSE TO BOMB THREATS

1. The Department will promptly respond to all bomb threats in a residential, business or public facility.
2. A patrol supervisor and at least one patrol unit will respond to the location.
3. The Patrol Supervisor shall:
 - a. Identify the owner, manager, or occupant of the facility or residence.
 - b. Advise the owner, manager, or occupant of the following options that he or she may wish to enact pursuant to the reported threat:
 - (1) No activity
 - (2) Search the facility for explosive devices without evacuating the facility
 - (3) Search the facility for explosive devices after completely evacuating the facility
 - c. Advise the owner, manager, or occupant that the decision to enact one of the above activities belongs solely to him or her and that the responsibility of the Department at this point is strictly advisory.
 - d. Not direct employees of the Grand Rapids Police Department to search a facility unless the supervisor has reasonable cause to believe that a device may be in the facility. Reasonable cause may include, but is not limited to the following:
 - (1) The type and number of prior threats
 - (2) The nature of the present threat
 - (3) Prior detonation of explosive devices at the facility

- e. Summon any support services needed, including fire, emergency medical personnel, utilities, etc.
 - f. Notify the Watch Commander of the circumstances involved in the incident.
4. A search of the facility should:
- a. Consist of managerial, security, and other persons with detailed knowledge of the facility (i.e. arrangement of physical plant, floor plan, etc.) together with Department employees if deemed necessary.
 - b. Initially stress those areas that are accessed by the general public, i.e. the exterior of the building, restrooms, hallways, stairwells, etc. The subsequent search of the facility will be directed by managerial, security, or other persons with detailed knowledge of the facility.
5. The Watch Commander shall make proper notifications following the notification matrix.

C. DISPOSITION OF SUSPECTED OR ACTUAL EXPLOSIVE DEVICES

1. If a suspected or actual explosive device is located in a facility, the assigned employees shall:
 - a. Always be aware of the possibility of a secondary device, which may not have detonated.
 - b. Not touch, move, or in any way disturb the device.
 - c. Not make any radio transmissions, use a cell phone, or any other electronic device within 100 feet of such device.
 - d. Prohibit access by anyone to the general proximity of the device.
 - e. Direct the evacuation of all persons from the facility and adjacent facilities to at least 300 feet from the site of the device. A larger perimeter may be needed due to the size of device, location, and other hazards present.

- f. Direct the response of support services, i.e. fire, emergency medical personnel, utilities, etc. to the scene.
 - g. Create a command post in the general proximity of the facility.
2. The Service Area Commander shall:
 - a. Coordinate the responses and activities of all police employees and support services at the scene of the incident.
 - b. Immediately notify the Chief of Police.
 - c. Notify and direct the response of at least two Department Bomb Technicians for eventual disposal of the device.
 3. Department Bomb Technicians shall supervise the disposal of any located device and, as necessary, contact:
 - a. The Michigan State Police Regional Laboratory Facility in Grand Rapids for the purpose of requesting the response of disposal equipment in vehicles.
 - b. The Bureau of Alcohol, Tobacco and Firearms and request their investigatory assistance.
 - c. The Federal Bureau of Investigation and request their investigatory assistance

D. CHEMICAL REACTION BOMBS (“POP BOTTLE BOMBS”)

1. If a chemical reaction bomb, commonly referred to as a “pop bottle bomb”, has detonated:
 - a. Assigned personnel shall:
 - (1) Request a Crime Scene Technician response.
 - (2) Arrange for the flushing of the detonation area with water.
 - (3) Not, under any circumstances, tag as evidence and bring any caustic or hazardous materials into the Police Department.

- b. Crime Scene Technicians shall:
 - (1) Photograph the evidence and the scene.
 - (2) Perform a litmus test on any remaining evidence to determine the presence of acids or alkaloids.
 - (3) Dispose of the bomb container as refuse after the scene has been processed except when there is an injury, then a member of the bomb disposal team should be called to take charge of the detonated material and safely maintain it for evidence.
- c. If an undetonated device is found, the procedures in section C shall be followed.