

 Kinston Police Department	<u>POLICY: Bomb Threat Response</u>						<u>POLICY #:</u> 300-5
	<u>NCLEA Standards: 7.01;</u>						
	<u>CALEA Standards:</u>						
	<u>NCLM Standards: I13;</u>						<u>Effective Date:</u> 07-01-2019
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	Revision Dates:	01/01/21					
Approval: Chief of Police							

I. PURPOSE

The purpose of this policy is to provide guidelines for Officers from the Kinston Police Department who respond to bomb threats. The Department shall make every attempt to ensure the safety of the public and department personnel in situations involving the use or potential use of explosives. All bomb threats brought to the attention of the Department shall be assigned for investigation.

II. DEFINITIONS

- A. **Bomb Threat:** A bomb threat is generally defined as a threat to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists. Most bomb threats are received by phone. Bomb threats are serious until proven otherwise.

III. POLICY

- A. When responding to a bomb threat, the following general provision shall apply:
1. The discovery of explosive material or suspicious devices or any event resulting in an explosion will be investigated by the Investigation Division in conjunction with responding Military Bomb Disposal Unit. Explosive material will include, but not limited to, fireworks and Molotov cocktails. A “bomb threat”, at any location, in which no explosive device is discovered, will follow normal procedures. In the event of loss of life or life-threatening injuries, the investigation will be the responsibility of the Investigation Division in conjunction with the ATF Explosive Unit.
 2. During a “bomb threat” the responsibility for a building’s evacuation shall lie with the owner/manager of the building, not with the department. However, when an explosive device is discovered or an explosion has taken place, the responsibility to evacuate will rest with the Incident Commander.
 3. No explosive material will be permitted inside any department facility, except when approved by the Chief of Police or designee for training or ongoing investigation.
 4. No one will be permitted to enter any crime scene where explosive material has been found or where an explosion has occurred until an authorized Bomb Disposal Unit has rendered the area safe and eliminated the possibility of a secondary device.

5. The Department has access to bomb disposal (EOD) units through U.S. Military facilities in the area and the ATF; Cherry Point EOD; Cherry Point Marine Corp. Base; Camp LeJeune EOD; Camp LeJeune Marine Corp. Base and Alcohol, Tobacco & Firearms, Wilmington, N.C.
6. Department personnel shall coordinate their efforts with Lenoir County School officials during bomb threats in the schools.

B. Responsibilities of Personnel Responding To a Bomb Threat

1. Communications Center personnel shall notify and dispatch the on-duty Patrol Supervisor and Fire/Rescue personnel. Responding units shall notify communications that all radio transmissions will be discontinued upon arrival in the area of the bomb threat until further notice.
2. If a bomb threat is received by communications center personnel, they shall attempt to obtain as much information as possible from the caller. The communications center personnel receiving the call shall ensure the taped-recorded conversation with the caller is secured and available to personnel investigating the incident.

The information obtained should include, when possible, the: exact location of an explosive device; expected time of the detonation; type or kind of explosive device.

3. Upon arrival, alert those responsible for the building about the bomb threat and gather any pertinent information. If the building is unoccupied, the police officer shall attempt to locate the owner/manager. Ascertain whether the owner/manager has a “bomb threat response plan” and if so, is it going to be activated? The evacuation of the premises is at the discretion of the adult person responsible for the property. The officer may order evacuation when information or evidence is compelling that a bomb is present.
4. Establish telephone communications with dispatch. Do not make radio or cellular telephone transmissions within 300 yards of the location because some explosive devices may be detonated by radio transmissions. Request additional personnel if needed.
5. Inform personnel not to touch or move any suspicious device. Conduct a thorough, systematic, and supervised search. Ensure that personnel only conduct a search accompanied by individuals who are familiar with the layout and contents of the building. Any suspicious objects should be identified by the adult familiar with the premises. If the object cannot be identified, it should be treated as an unknown undetonated explosive device. This is the only time non-certified police personnel will assist in a search. The individual should be informed that the Department will not be responsible for injuries received.
6. If no explosive device is found, the officers should explain to the individual responsible for the area that an explosive device was not found however, a device may still be present. The person in charge of the location shall then be responsible for determining whether to resume normal activities.

7. The Incident Commander shall adhere to the following procedures:
- a. The Incident Commander shall ensure that all search operations are immediately terminated. The Incident Commander shall order and supervise the immediate evacuation of the building and area and shall establish a secured perimeter of at least 100 yards, if possible, in all directions. No person shall be allowed inside the perimeter until the area has been declared safe by bomb disposal personnel, except as authorized by the Incident Commander. The Incident Commander shall request, coordinate, and select staging areas for fire, rescue, crime scene and criminal investigators.
 - b. All further searches will be conducted by bomb personnel. NOTE: M-80's or M100's and common class "C" fireworks such as firecrackers and bottle rockets can be extremely dangerous due to possible booby traps and other hazards. These items will only be handled by qualified bomb disposal personnel.
 - c. No Department employee shall touch or otherwise tamper with any suspected explosive device, or allow any other person to touch, examine, or otherwise tamper with any suspected explosive device except as authorized by the Incident Commander.
 - d. The Incident Commander on scene shall establish a command post with telephone communications (cellular telephones shall not be used) at the perimeter and act as the Incident Commander until relieved of those responsibilities. The Incident Commander shall ensure a written chronology of events is maintained to include responding units, times, and locations, displaced individuals, injuries, and other pertinent information.
 - e. The Command post shall immediately notify the communications center by telephone providing as much information concerning the explosive material as possible. DEPARTMENT PERSONNEL SHALL NOT BE PUT AT RISK TO OBTAIN THIS INFORMATION. Information provided, if known, should include: type of device; dimensions; sounds; materials; exact location.
 - f. The Incident Commander shall confer with the bomb disposal personnel to determine a course of action based on their recommendations and shall attempt to determine the destructive potential of the material or device, if known. The Incident Commander shall order an adjustment of the area of evacuation and perimeter based on the recommendations of the bomb disposal personnel.
 - g. The Incident Commander shall ensure necessary equipment is requested and arrives on the scene and shall continue to keep communications personnel informed of any police actions taken.
 - h. If an explosion occurs, the Incident Commander shall coordinate the removal of the injured persons, bystanders, identification and questioning of witnesses and suspects, and shall ensure the security of the scene for protection from looters and persons who may destroy or alter evidence.

8. Communications Center personnel shall adhere to the following procedures:
 - a. The communications center should assist in notifying appropriate bomb disposal personnel.
 - b. The communications center personnel shall relay information about the type, description and exact location of the device or material to the responding bomb disposal unit. The information obtained shall be relayed as appropriate to police department supervisors, utility companies, gas, electric, phone and water.
9. Bomb Disposal personnel shall adhere to the following procedures:
 - a. Only Certified Explosive Ordinance Disposal Technicians from the Bomb Disposal Unit shall handle, deactivate, remove, detonate, examine or transport any found explosive material or device. Bomb Disposal personnel will determine the procedures to be used in a suspected bomb threat situation.
 - b. Bomb disposal personnel shall examine, identify, and if possible, predict the destructive potential of the explosive material and shall immediately inform the Incident Commander of all findings. Bomb Disposal personnel shall determine whether material can be safely disarmed or removed. Removal or disarmament procedures shall be performed in accordance with certified explosive ordinance disposal techniques.