



University of California, San Francisco Police Department General Orders

10.1 Special Operations

10.1.7 Bomb Threats (Issued: 6/25/07)

- A. Department personnel who receive a bomb threat via the telephone will follow these procedures:
1. Remain calm asking the following questions of the caller:
 - a. When is the bomb going off?
 - b. Where is the bomb?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Who are you?
 - f. Where are you?
 - g. Why did you place the bomb?
 2. As soon as practical, relay the information to a ECC dispatcher who will then notify the Watch Commander.
- B. Patrol Response
1. When dispatched to a bomb threat, responding units will advise the ECC dispatcher s/he is going off air and turn off all mobile, portable radio, cellular phones, etc. within the suspected searching area of the bomb.
 2. An officer will contact the responsible party advising of the bomb threat and of the following procedures:
 - a. It is the owner/responsible party's decision to evacuate or not evacuate the building/property.
 - b. Officers will assist in evacuation and search of the location for any unusual objects, packages, containers. However, a person familiar with the location is necessary to identify anything out of the ordinary.
 3. If a suspicious item or object is found, the officer immediately will order the evacuation of, at minimum 300 feet in all directions, in the area and establish a perimeter of reasonable distance. The size of the evacuation and perimeter is determined by the location, size and any other information on the device. The officer will request the notification and response of SFPD EOD, SFFD, and medical and rescue personnel to stage at a safe location just outside the perimeter.
 4. The on-duty Watch Commander will be advised via land line of the location and relevant information of the device. If a telephone is not available, one of the responding units will leave the immediate vicinity (300 feet minimum) before breaking radio silence.
 - a. The Watch Commander will determine if the SFPD Bomb Detail is to be called.



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C. Media Procedures

1. The Watch Commander will assess the situation and determine if the Public Information Officer (PIO) should respond to coordinate media communications per General Order 6.4, "Public Information and Community Relations."
2. The PIO should respond to situations involving a suspicious device which results in large scale evacuation or closure of facilities such as businesses, public buildings, and/or major streets.
3. If the PIO is not needed, the Watch Commander will be responsible for media communications.

D. Reporting Procedures

A complete report will be written by the investigating officer including the disposition of the device if found.