



GPD

DEPARTMENT OF PUBLIC SAFETY
AGANA, GUAM

51A #

GENERAL ORDER:		Date of Issue: 12/5/77	Effective: 12/5/77	No. 77-15
Reference:	General Order 75-1, Bomb Threats; Honolulu Police Department Bomb Threat General Order 74-20		Recinds: G.O. 75-1	
Index As:	Bomb Threats Handling of Bomb Threats Bomb Threats, Handling of			

SUBJECT: Bomb Threats

PURPOSE: To establish procedures and guidelines for handling bomb threats.

3-9-5

THIS ORDER CONSISTS OF THE FOLLOWING NUMBERED SECTIONS:

- I. CATEGORIES OF BOMB THREATS
- II. TYPES OF BOMB THREATS
- III. OPERATIONAL GUIDELINES

I. Categories of Bomb Threats

- A. There are no clear lines defined as to the number of personnel that may be initially assigned to a bomb threat call, as situations or conditions often vary; for example,
 - 1. The hoax or nuisance call.
 - 2. Threat and the subsequent discovery of an explosive device.
 - 3. Threat with strong evidence to indicate that a device has been hidden, is armed, and the time of detonation is undetermined.
 - 4. Threat or warning with the simultaneous detonation of a device.
 - 5. Detonation of a device without a threat or warning.
- B. The assignment of specialist and other public safety units to augment field operations elements will therefore depend largely upon the initial evaluation of the call and subsequent evaluation made at the scene.

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II. Types of Bomb Threats

A. Bomb Threats Received By Telephone

1. Upon receipt of a bomb threat call, the receiver must attempt to obtain as much information as possible. An anonymous caller must be kept on the line as long as possible and should be made to repeat the message so as to make sure that every word spoken is accurately recorded.
2. If a caller fails to indicate the location of the bomb or the time of possible detonation, he should be asked to provide such information.
3. Particular attention must be given to strange or peculiar background noises which may give some indication as to where the call is originating from and to the caller's voice for tone quality, accents, speech impediments, and other investigative leads such as male or female, adult or adolescent, etc.

B. Bomb Threats Received By Letter or Message

Anyone receiving a bomb threat complaint by letter or other correspondence shall perform the following:

1. DO NOT HANDLE the letter or message any more than is absolutely necessary.
2. PROTECT THE LETTER OR MESSAGE to prevent loss of fingerprints or other identifying marks.
3. COPY THE CONTENTS OF THE MESSAGE on a separate sheet of paper and refer the message to your supervisor or to the highest available authority.

C. Bomb Threats in Schools

1. In the event a report is received that a bomb has been placed in a school, the nearest available patrol officer shall be dispatched.
2. The Fire Department shall be notified immediately.
3. The police and fire personnel shall adhere to the procedures outlined in this Order.

D. Bomb Threats in Public Buildings or Business Places

1. In the event a report is received that a bomb has been planted in a business or any public building, the same procedure of assignment and communications shall be employed as in Item C.
 - a) The Fire Department shall be notified immediately.



b) ~~The decision to evacuate personnel shall remain the sole decision of the management unless a bomb or something purporting to be one is found on the premises, in which case the Supervising Field Sergeant or the Fire Supervisor shall make the decision pending the arrival of the EOD team.~~

2. When a bomb or a suspicious object is discovered, the EOD team will be notified immediately.

III. Operational Guidelines

A. Assignment of Responsibilities - General

The investigation of bomb threat cases are unique, highly technical and often complex due to the place of occurrence, necessitating that specific responsibilities be delegated to various department elements.

1. (Field Operations personnel) shall be responsible for conducting the initial investigation, the protection of life and property, control of vehicular traffic, and assisting Detective personnel whenever necessary.
- * 2. ~~Fire Operations personnel shall be responsible for the inspection and clearances of buildings under bomb threats.~~
3. The Supervising Field Sergeant shall be in charge of all uniformed police personnel and shall coordinate all activities with the exception of rendering safe recovery, evacuation, or disposal of explosive devices.
4. Detective personnel shall be responsible for conducting follow-up investigation of all bomb threat calls and for gathering evidence to support the identification, arrest, and prosecution of the perpetrator.
5. Bomb Technicians and Forensic Laboratory personnel shall support all investigative efforts within respective scope of specialization.

B. Bomb Scene

- * 1. At the scene, the (assigned officer) or Supervising Field Sergeant will locate and interview the complainant and/or the person in charge of, or responsible for the management of the building, facility or structure; e.g., the owner, president, manager, lessee, supervisor or school administrator.
2. The (assigned officer) or Supervising Field Sergeant shall evaluate the situation and determine if additional personnel will be required.

C. Evacuation Guidelines

- * 1. ~~The person in charge of, or responsible for, the management of the building, facility, or structure shall have the authority to order an evacuation.~~

- 2. Should a decision be made to evacuate, the evacuation shall be done in an orderly fashion.
- 3. All evacuated personnel shall assemble in an area not less than 300 feet from the suspected bomb site.

D. Search Guidelines

- 1. Search procedures shall include interviewing of persons familiar with the building or structure, e.g., maintenance or security personnel, janitorial staff and other personnel in charge of specific areas to determine if anything suspicious or out of the ordinary was previously detected. This practice may eliminate some areas, allowing some attention to be concentrated on other potentially dangerous areas.
- 2. Search personnel are cautioned not to move, jar, or touch any suspicious looking object or anything attached thereto.
- 3. AS A PRECAUTIONARY MEASURE, ALL RADIO TRANSMISSIONS ARE PROHIBITED WHILE IN THE IMMEDIATE VICINITY OF THE SUSPECTED BOMB THREAT SCENE. (300 FEET IS MINIMUM SAFE DISTANCE).
- 4. At the conclusion of a search and the result is "uncovered no bomb", the DPS Senior Fire Officer shall inform the person in charge of the building that no bomb was found. The DPS Senior Fire Officer shall then fill out and sign a Bomb Threat Building Search Form to be countersigned by the person responsible for the building. This form confirms that the building was searched by the Fire personnel for possible explosives and the result was negative. It is then up to the discretion of the person responsible for the building to resume or cancel the activities of the building.

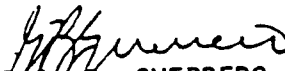
E. Discovery of Suspicious Objects

Upon the discovery of a suspicious object, the following procedures will be followed:

- 1. The search party shall initiate evacuation procedures.
- 2. After evacuation of the building, the Police and Fire Supervisors shall instruct their personnel to evacuate the building.
- 3. Public Safety ^{Fire} personnel shall ~~make~~ no attempt to neutralize, disarm, ~~move~~, transport, or release any found suspected explosive device. Any handling or disarming activity must be performed by explosives specialists.
- 4. The DPS Senior Fire Officer shall notify the Navy Explosive Ordnance Demolition Team (EODT) informing them of the location and description of the object.

F. Police patrol units shall perform the following:

1. Assist in an orderly evacuation of all occupants.
2. Maintain building entrance security after evacuation and until security is no longer necessary.
3. Control vehicular traffic including rerouting around the perimeter of the affected area.
4. Control crowd and maintain pedestrian movement.


MAJOR G. R. GUERRERO
ACTING

FIRE EXIT DRILL

What to LOOK at, How to Evaluate.

1. Company OINC shall brief his men before conducting drill. (At Station)
2. Prepare Fire Drill Statistical Form.
3. How coordinated was evacuation conducted. (Time, Running, Pushing)
(Doors/Windows open or close - not required, only when time permits)

SCHOOL:

1. Principal

- a. Must sound alarm/report "911".
- b. Make sure that everyone is evacuated from the building according to plan.
- c. Principal shall have head count and report to Fire Official.

Information

- (1) How many present
- (2) Any problem
- (3) Where the fire is located.
- (4) Who reported the fire and how was it discovered

2. Teachers

- a. When fire alarm rings, evacuate all students out of the classroom to designated area.
- b. Conduct head count and keep student calm and orderly.
- c. Report head count to Principal whose present.
- d. Report any missing student.