


Response to Bomb Calls

408.1 POLICY HEADER

Original Effective Date:	Revised Date:
September 1, 2021	January 4, 2023
<p>Authorization:</p>  <p>Jason Haberman Chief of Police</p>	

408.2 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to assist members of the Mt. Lebanon Police Department in their initial response to incidents involving explosives or explosive devices, explosion/bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

408.3 POLICY

It is the policy of the Mt. Lebanon Police Department to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

408.4 RECEIPT OF BOMB THREAT

Department members receiving a bomb threat should obtain as much information from the individual as reasonably possible, including the type, placement and alleged detonation time of the device. Members should document information on the Mt. Lebanon Police Department [Bomb Threat Telephone Call Checklist](#) .

If the bomb threat is received on a recorded line, reasonable steps should be taken to ensure that the recording is preserved in accordance with established department evidence procedures.

The member receiving the bomb threat should ensure that the Watch Commander is immediately advised and informed of the details. This will enable the Watch Commander to ensure that the appropriate personnel are dispatched, and, as appropriate, the threatened location is given an advance warning.

Mt. Lebanon Police Department

Policy Manual

Response to Bomb Calls

408.5 GOVERNMENT FACILITY OR PROPERTY

A bomb threat targeting a government facility may require a different response based on the government agency.

408.5.1 MT. LEBANON POLICE DEPARTMENT FACILITY

If the bomb threat is against the Mt. Lebanon Police Department facility, the Watch Commander will direct and assign officers as required for coordinating a general building search or evacuation of the police department, as he/she deems appropriate.

408.5.2 OTHER COUNTY OR MUNICIPAL FACILITY OR PROPERTY

If the bomb threat is against a county or municipal facility within the jurisdiction of the Mt. Lebanon Police Department that is not the property of this department, the appropriate agency will be promptly informed of the threat. Assistance to the other entity may be provided as the Watch Commander deems appropriate.

408.5.3 FEDERAL BUILDING OR PROPERTY

If the bomb threat is against a federal building or property, the appropriate federal agency should be immediately notified.

408.6 PRIVATE FACILITY OR PROPERTY

When a member of this department receives notification of a bomb threat at a location in the Municipality of Mt. Lebanon, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual. The member should complete a preliminary investigation including recording, documenting and preserving the threat. Additionally, the member shall document:

- (a) The location of the facility.
- (b) The nature of the threat.
- (c) Whether the type and detonation time of the device is known.
- (d) Whether the facility is occupied and, if so, the number of occupants currently on-scene.
- (e) Whether the individual is requesting police assistance at the facility.
- (f) Whether there are any internal facility procedures regarding bomb threats in place, such as:
 1. No evacuation of personnel and no search for a device.
 2. Search for a device without evacuation of personnel.
 3. Evacuation of personnel without a search for a device.
 4. Evacuation of personnel and a search for a device.

The member receiving the bomb threat information should ensure that the Watch Commander is immediately notified so that he/she can communicate with the person in charge of the threatened facility.

Mt. Lebanon Police Department

Policy Manual

Response to Bomb Calls

408.6.1 ASSISTANCE

The Watch Commander should be notified when police assistance is requested. The Watch Commander will make the decision whether the Department will render assistance and at what level. Information and circumstances that indicate a reasonably apparent, imminent threat to the safety of either the facility or the public may require a more active approach, including police control over the facility.

Should the Watch Commander determine that the Department will assist or control such an incident, the Duty Officer shall be notified. He/she will also determine:

- (a) The appropriate level of assistance.
- (b) The plan for assistance.
- (c) Whether to recommend the evacuation and/or search of the facility (the final decision will be made by the facility representatives).
- (d) Whether to involve facility staff in the search or evacuation of the building.
 1. The person in charge of the facility should be made aware of the possibility of damage to the facility as a result of a search.
 2. The safety of all participants is the paramount concern.
- (e) The need for additional resources, including:
 1. Notification and response, or standby notice, for fire and emergency medical services.

Even though a facility does not request police assistance to clear the interior of a building, based upon the circumstances and known threat, officers may be sent to the scene to evacuate other areas that could be affected by the type of threat, or for traffic and pedestrian control.

408.7 FOUND DEVICE

When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:

- (a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.
- (b) The device should not be touched or moved except by the bomb squad.
- (c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes:
 1. Two-way radios.
 2. Cell phones.
 3. Other personal communication devices.
- (d) The appropriate bomb squad should be summoned for assistance.
- (e) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone.

Mt. Lebanon Police Department

Policy Manual

Response to Bomb Calls

- (f) A safe access route should be provided for support personnel and equipment.
- (g) Search the area for secondary devices as appropriate and based upon available resources.
- (h) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.
- (i) Promptly relay available information to the Watch Commander including:
 - 1. The time of discovery.
 - 2. The exact location of the device.
 - 3. A full description of the device (e.g., size, shape, markings, construction).
 - 4. The anticipated danger zone and perimeter.
 - 5. The areas to be evacuated or cleared.

408.8 EXPLOSION/BOMBING INCIDENTS

When an explosion has occurred, there are multitudes of considerations which may confront the responding officers. As in other catastrophic events, a rapid response may help to minimize injury to victims, contamination of the scene by gathering crowds, or any additional damage from fires or unstable structures.

408.8.1 CONSIDERATIONS

Officers responding to explosions, whether accidental or a criminal act, should consider the following actions:

- (a) Assess the scope of the incident, including the number of victims and extent of injuries.
- (b) Request additional personnel and resources, as appropriate.
- (c) Assist with first aid.
- (d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.
- (e) Assist with the safe evacuation of victims, if possible.
- (f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.
- (g) Preserve evidence.
- (h) Establish an outer perimeter and evacuate if necessary.
- (i) Identify witnesses.

408.8.2 NOTIFICATIONS

When an explosion has occurred, the following people should be notified as appropriate:

- Fire department

Response to Bomb Calls

- Bomb squad
- Additional department personnel, such as investigators and forensic services
- Watch Commander
- Duty Officer
- Other law enforcement agencies, including local, state or federal agencies, such as the FBI and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- Other government agencies, as appropriate

408.9 CROWD CONTROL

Only authorized members with a legitimate need should be permitted access to the scene. Spectators and other unauthorized individuals should be restricted to a safe distance as is reasonably practicable given the available resources and personnel.

408.9.1 PRESERVATION OF EVIDENCE

As in any other crime scene, steps should immediately be taken to preserve the scene. The Watch Commander should assign officers to protect the crime scene area, which could extend over a long distance. Consideration should be given to the fact that evidence may be embedded in nearby structures or hanging in trees and bushes.

Attachments

Form 175 - Bomb Checklist.pdf



Bomb Threat Telephone Call Checklist

Place This Card Near Your Phone

QUESTIONS TO ASK:

When is the bomb going to explode?

Where is it right now?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

What is your address?

What is your name?

EXACT WORDING OF THE THREAT:

Sex of Caller: _____ Race: _____

Age: _____ Length of Call: _____

Number at which call was received: _____

Date: _____ Time: _____

CALLER'S VOICE:

	Calm		Nasal
	Angry		Stutter
	Excited		Lisp
	Slow		Raspy
	Rapid		Deep
	Soft		Ragged
	Loud		Clearing Throat
	Laughter		Deep Breathing
	Crying		Cracking
	Normal		Disguised
	Distinct		Accent
	Slurred		Whispered
	Familiar		

If voice is familiar, who does it sound like?

BACKGROUND SOUNDS:

	Street Noises		Factory Machinery
	Crockery		Animal Noises
	Voices		Clear
	PA System		Static
	Music		Local
	House Noises		Long Distance
	Motor		Booth
	Office Machinery		Other:

THREAT LANGUAGE:

	Well Spoken (educated)
	Foul
	Irrational
	Incoherent
	Taped
	Message Read by Threat Maker

Remarks:

Report Call Immediately To:

Name: _____

Phone Number: _____

Name: _____ Date: ___/___/___