

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, South Carolina 29409

MEMORANDUM
NUMBER 8

25 JUNE 2002

BOMB THREAT

1. PURPOSE:

This memorandum serves as guidance for handling the initial notification of "Bomb Threats" and specific operating procedures for officers dispatched to handle bomb threats and explosive device situations. It is essential that every bomb threat be considered a genuine danger, even though a vast majority of such calls prove to be unfounded.

2. BACKGROUND:

Bomb threats often occur during civil disturbances. Frequently, warnings are given to avoid the loss of innocent lives when a bomb has been planted. However, after an actual bomb incident, cranks or disturbed persons characteristically make threats or give false notice to interrupt activities or business by requiring evacuations. If a fake threat successfully causes an evacuation, more threats usually follow. Nonetheless, any doubts concerning the validity of the threat must always be resolved in favor of evacuation.

3. RECEIPT OF A BOMB THREAT:

A. Most bomb threats are received by telephone operators of businesses or schools. Bomb threats may also be received at police headquarters and joint operational facilities during civil disturbances. If possible, these facilities should have a telephone call tracing capability.

B. Switchboard operators and others likely to receive bomb threats should be provided with a checklist (See Annex A) so they will know to:

- 1) Activate the telephone tracer system, if one is available.
- 2) Learn and record the bomb's location, the time of detonation, the type of device, and its physical description. Also, the sex, approximate age, attitude, speech peculiarities, and accent of the person calling; distinguishing sounds or background noises coming from the caller's location; and the reason for placing the bomb. (Use questionnaire.)
- 3) Inform Communications Control/Public Safety of the threat notification and remain available to answer further questions.

4. RESPONSE TO BOMB THREATS:

A. Any person receiving a bomb threat will immediately notify Public Safety with as many details of the situation as possible.

B. The Desk Sergeant will dispatch a unit/units to respond to the initial notification.

C. Radio communications will be isolated to maintain clear and concise control of the pending situation.

D. The Desk Sergeant will be briefed on the situation and will notify the following personnel via telephone, radio and /or pager, with the results noted in the Blotter.

E. Critical telephone numbers follow:

- 1) Citadel Director of Public Safety: Office: 3-5145 / Pager 219-4091 Home: 821-2927
- 2) Dog Team: (City 720-2426) / (Military 963-3600)
- 3) EOD: (City 720-2426) / (Military 963-3600)
- 4) President: Office: 3-5012 / Car: 729-7893 / Home: 3-5125 or Executive Assistant Home: 881-6637
- 5) Vice President for Facilities and Engineering: Office: 3-5304 / Home: 884-2455
- 6) Commandant: Office: 3-3020 / Home: 3-5126 / Pager: 434-0617 / Mobile: 364-5530
- 7) Fire Department: (Stand-By) 577-7070
- 8) Public Affairs: Office: 3-6779 / Pager: 219-4614 / Home: 805-7038 / Mobile: 224-8329

5. OFFICER RESPONSE TO VALIDATED BOMB THREATS:

A. Prior to entry into threatened premises, external control of the area will be established. A command post (CP) will be established on the perimeter of the threatened area. The CP will control all units on the scene once the dispatcher has assigned them to the response. CP representatives will be comprised of representatives from Para. E. above.

NOTE: INDIVIDUAL patrolmen will be reminded that some explosive devices may be actuated by the transmission of radio frequencies. Their radios should be used to monitor radio communications only. The CP will transmit directions to the search teams. Keying or transmitting on individual radios will not be performed within the confines of the hazardous area.

- 1) Communication from within the hazardous area to the CP will be done in the most expeditious manner possible without endangering anyone and without utilizing radio transmissions.
- 2) Communication between the CP and the Dispatcher will be conducted using standard radio procedures without passing any sensitive information concerning the explosive device.
- 3) Specific or sensitive information will be passed via telephone or radio at the discretion of the CP to the dispatcher.

B. On arrival, the responding officer will immediately contact the complainant, if any, and/or the person responsible for the facility. When contact is made, the responsible person will be advised that he or she will make the decision whether or not to evacuate until the area is cleared. If a responsible person cannot be located, the responding officer will make the decision to evacuate or not.

C. The responding officer will confer with the person in charge of the facility and assist him or her in an advisory capacity. Searches should be made by persons familiar with the premises so unusual items can be easily recognized. All searches will be supervised and coordinated by the responding officer. The backup officer will establish the CP and request assistance if needed.

If the facility has a standard bomb search plan, it should be implemented. If a plan does not exist, the following guidelines will be utilized:

A search of public access areas may include:

- Building utilities
- Hallways
- Administrative areas
- Dining areas
- Grounds outside the building
- Shipping and loading areas
- Vehicles parked near the building
- Stairwells
- All accessible closets and storage areas

NOTE: The search teams must be warned not to touch any suspicious items. Bombs may have anti-tampering devices that set them off when someone tries to move or open them.

Report to Public Safety any suspicious objects or packages found during the search, how they were marked, and exactly where they were located. (Polaroid cameras are an excellent tool to record information.) The CP must keep a log of reports for exploitation by the Explosive Devices Team (EDT) and identify all items that may have been placed. Bomb dogs can be used to aid in the search, if they are available.

D. A K-9 / dog trained to locate explosives (if available) will be dispatched at the same time as the investigating officer, if possible. If such a K-9 dog is not available, one will be requested.

E. When the responding officer establishes that a valid threat exists, Public Safety will request assistance from Emergency Ordinance Disposal (EOD) personnel from the local military base, or the Explosive Devices Team (EDT) from civil police departments.

F. Initial establishment of the CP is informal until the threat is determined to be real. At that time, roadblocks or checkpoints will be established as needed to keep unauthorized people out of the area. Barriers to isolate the area must be far enough away to prevent injury from an explosion.

6. FOUND SUSPECTED EXPLOSIVE DEVICES:

A. If a suspected explosive device is found, the responding officer shall immediately order the evacuation of the facility to a safe distance.

NOTE: This distance is usually a minimum of 300 feet unless there is frontal and overhead cover of sufficient strength to protect personnel from a detonation. The blast from an explosion is as dangerous as the fragmentation. Care must be taken to keep people clear of windows facing the location of a potential bomb.

CAUTION: Care must be taken not to create panic. If occupants must evacuate a building, the evacuation must be orderly. This is best accomplished by using a bomb evacuation plan, a fire plan, or making announcements and providing directions to building occupants. The plan must designate withdrawal to a building or an area offering shelter from the blast and fragments. Occupants must be told to check their immediate surroundings for any unusual or out-of-place objects or packages before evacuating a building. Employees will take their briefcases, overcoats, and

personal items with them when they evacuate. All doors, lockers, and drawers should be left unlocked and open.

An officer will establish the CP at the perimeter of the estimated hazard area, determined from available information received at the scene or the initial call. The area shall also be secured to prevent unauthorized entry. Any assistance needed shall be requested from the Dispatcher.

B. Fire Department and Emergency Medical Service (EMS) units will be requested to stand by in the immediate vicinity of the area where the suspected explosive device has been located and may assist in securing the area. Fire/Police Communications will advise fire and other units en route to the area of the requirement for radio silence within the threatened perimeter.

C. Suspected explosive devices or materials are not to be tampered with, touched or moved except by authorized EOD personnel. Explosive devices can be set to go off by the slightest movement.

D. On discovery of any suspected materials or devices, the services of EOD personnel will be requested.

E. More than one explosive device may be present at the scene of bomb threat. Therefore, after the discovery of an explosive device, the search should continue in all areas until the facility has been thoroughly inspected.

NOTE: If booby traps are present or a detonation has occurred, stop all searches and evacuate search teams and support personnel.

F. If disposal by detonation at the scene has been deemed necessary by EOD personnel, the Director of Public Safety will be notified prior to such action, if time permits.

G. All media requests for information and filming of EOD/EDT personnel will be coordinated with The Citadel, Public Affairs Office, and the Director of Public Safety. Filming of spectators and the surrounding crowd is encouraged as it could reveal suspects.

7. EXPLOSIVE OF DEVICES:

A. Fire Department and EMS units will be summoned to the scene prior to the detonation of any explosive material by EOD/EDT personnel.

B. In the event a device explodes, regardless of the reason, Fire Department and EMS units will be notified of the circumstances surrounding the explosion. Further action will be coordinated by the CP.

C. In the event of an explosion, the senior fire official on the scene will assume responsibility for rescue operations, if necessary. The senior police official on the scene will render all assistance possible, as requested by the Fire Department, while maintaining coordination and control of all supporting units. The senior police official will brief the senior fire official on the situation and advise him that additional explosive devices may be planted to cause casualties during fire fighting and / or rescue operations.

D. Once fire-fighting and rescue operations are completed, the area will be secured and protected. The Police Department will maintain control of the principals involved in the incident and institute investigative policies as required.

8. NOTIFICATIONS OF OTHER AGENCIES:

A. The Bureau of Alcohol, Tobacco and Firearms (BATF) will be notified in the event that an explosive device is found.

B. Local, state, and federal agencies will be notified if the occurrence is not an isolated incident.

9. DEBRIEF:

A. The officers involved in the initial response and the Director of Public Safety will debrief units to determine if any phases of the operation could be handled better or more efficiently.

B. An overview of the circumstances and the lessons learned from the incident will be briefed at the next training session. This information will also be recorded and provided to the President and Vice President for Facilities and Engineering as an After-Action Report.

10. This memorandum rescinds Memorandum Number 36, dated 14 April 2000.

FOR THE PRESIDENT:

OFFICIAL:

Charles B. Reger
Colonel, USAF, Retired
Executive Assistant to the President

DISTRIBUTION

B

TELEPHONE CHECKLIST

QUESTIONS

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why did you place the bomb?
8. Where are you right now?
9. What is your name?

EXACT WORDING OF THREAT

Sex of caller: _____ Age: _____ Race: _____ Time: _____ Length of call: _____

CALLER'S VOICE

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

If voice is familiar, who did it sound like? _____

BACKGROUND SOUNDS

_____ Street noises	_____ Factory machinery	_____ Distance
_____ Animal noises	_____ Voices	_____ Clear
_____ PA System	_____ Static	_____ Music
_____ Local	_____ House noises	_____ Tone
_____ Motor	_____ Booth	
_____ Office machinery	_____ Other _____	

THREAT LANGUAGE

_____ Well Spoken (Educated)	_____ Incoherent
_____ Foul	_____ Taped
_____ Irrational	_____ Message read by threat maker

REMARKS / IMPRESSIONS: _____

* REPORT CALL IMMEDIATELY TO THE DEPARTMENT OF PUBLIC SAFETY *
1-843-953-5114