



Carrboro Police Department

Subject: Chapter 39: BOMB THREAT RESPONSE		Number: IV. Subsections
Issued: 7-02-2018	Revised: N/A	Pages: 1 of 3

- I. Policy
- II. Procedures
- III. The Decision to Evacuate
- IV. If a Suspected Bomb is Found

I. POLICY

To provide broad guidelines for handling bomb threats with a minimum of danger and confusion. The potential of serious injuries, considerable property damage, and disruption of sometimes vital services dictates that our response be swift but cautious. This Department will take seriously all threats to injure citizens and damage property.

II. PROCEDURES

- A. An officer and the on-duty supervisor will be dispatched to the location.
- B. The on-call Captain will be notified at the discretion of the shift supervisor.
- C. Upon arrival, the supervisor will establish a command post and the incident will be addressed using the Incident Command System.
 - 1. After establishing the command post, the on-duty supervisor will become the Incident Commander until relieved by higher authority.
 - 2. The command post should be, if possible, at least 300 feet away from the intended target.
 - 3. The Incident Commander should be aware of secondary devices that may be planted to injure or kill first responders.
 - 4. The Incident Commander will inform all personnel responding to the scene to cease radio transmissions and sirens within 150 feet of the target.
 - 5. All reporting agencies and personnel will report to the command post, or a designated staging location, for assignment.
 - 6. If the regular PIO is not available, a designated PIO should be considered at this stage and appropriate contacts be made.



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- D. The Incident Commander will discuss the threat with only the owner, manager, or supervisor in charge of the facility or building.
- E. The person in charge of the facility or building will be in control of the situation and make all decisions regarding evacuation until such time as a suspected device may be located.
- F. The Incident Commander may suggest an appropriate course of action, but will not take control until information or evidence is uncovered indicating the presence of a suspected device.
- G. It will be the responsibility of the person in charge of the facility or building to have the location searched and to provide individuals from the facility to conduct the search.
- H. Police personnel should not assist in any searches where occupants of the facility are available to perform this duty, except if the location is a private residence, Town of Carrboro building, or public school, in which case the officer may accompany a resident or person in charge of the facility while that person searches the premises.
- I. The Incident Commander may suggest that occupants familiar with the location are best suited to search for suspicious objects. However, all searchers must be instructed not to touch or move any suspicious object. All suspicious objects discovered should be immediately brought to the attention of a law enforcement officer.

III. THE DECISION TO EVACUATE

- A. The decision to evacuate the facility or building given current threat information will be left to the person in charge of the facility. Several factors should be considered:
 - 1. How credible is the threat?
 - 2. Was a time given for the explosion to occur?



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3. How disruptive would the evacuation be?
 - B. If the person in charge of the facility or building orders an evacuation without a bomb or suspicious object being found, the persons leaving should be instructed not to touch anything.
 - C. If after conducting the search no device was found, police officers will not declare the site as "SAFE." It will only be stated that "NO DEVICE WAS FOUND."
 - D. After an evacuation, the decision to re-enter the building will not be made by the Incident Commander or any officer. The decision to re-enter will be made by the person in charge of the building.

IV. IF A SUSPECTED BOMB IS FOUND

- A. The Incident Commander will immediately take control and do the following:
 1. Instruct all personnel to not move or touch the suspect device in any way;
 2. Summon additional personnel to the scene, if necessary, to establish an outer perimeter for crowd control;
 3. Notify and request a response from a Hazardous Devices Unit;
 4. Evacuate all persons from the facility to a place of safety;
 5. Request the fire department and EMS send appropriate fire and medical apparatuses to a safe location near the facility; and
 6. Refer all media inquiries to the designated PIO.
- B. The Incident Commander in charge will cooperate with any assisting agency called to the scene and will remain on the scene until relieved or the scene has been rendered safe.
- C. All bomb threats will be documented on an Incident Report Form.