

- A. **PURPOSE.** To establish proper methods for responding to a bomb threat and disposing of suspected or actual explosive devices from within Police Headquarters

- B. **RECEIPT OF BOMB THREAT.** A bomb threat may be received by telephone, recorded, verbal, or written communication.

- C. **NOTIFICATION OF BOMB THREAT**
 - 1. Upon receiving a bomb threat, the employee must notify their immediate supervisor, who will notify the Watch Commander (456-3604)

 - 2. The Watch Commander will notify:
 - a. Chief of Police or designee

 - b. Support Services Commander (during normal business hours)

 - c. Police and Fire Dispatch

 - d. City Manager (Pursuant to city administrative policy 95-06)

- D. **BOMB THREAT ANALYSIS.** The response to a bomb threat will be made by the Chief of Police (or designee) with input from the Support Services Commander and the on-duty Watch Commander. The following responses shall be considered based upon thorough analysis of the incident.
 - 1. Take no action - report incident only

 - 2. Search of the facility

 - 3. Evacuation and Complete Search

- E. **SEARCH TECHNIQUES AND RESPONSIBILITY WITHOUT EVACUATION.** Employees are responsible for conducting a search limited in the area they exercise control over during the daily course of their work.

- F. **SEARCH TECHNIQUES, RESPONSIBILITY, AND EVACUATION.** Once the decision is made to evacuate, the following procedures will ensure safe evacuation of the entire facility. All decisions must be issued by or cleared through the Chief of Police or designee.

1. *Public address announcement.* An announcement explaining that an emergency exists and a need for an orderly evacuation is required will be worded in clear, concise language. The use of the words “bomb” or “threat” should be avoided. The announcement may be made in several ways:
 - a. Electronic Public Address System (PRIMARY CHOICE)
 - b. Police Telephone Activated Public Address System
 - c. Police bullhorn
 - d. Word of mouth
2. *Evacuation.* Once the decision to evacuate is made, the following plan is implemented:
 - a. All employees shall evacuate with the exception of those individuals who are to be assigned search responsibility. Those individual may include:
 - 1) Service Area/Unit Commanders
 - 2) Supervisors
 - 3) Facility Management Personnel
 - 4) Bomb Unit Technicians
 - 5) K-9 Officers
 - 6) Others as designated by the Chief of Police
 - b. The Chief of Police or designee will determine if the Emergency Communications Center must evacuate.
 - c. If the Emergency Communications Center must be evacuated, the Mobile Command Post will be immediately deployed to a location as determined by the Chief of Police or designee and be staffed prior to complete evacuation of the Emergency Communications Center.
 - d. Ensure that the State of Michigan offices that adjoin the police facility are notified of the decision to evacuate.

e. Announce the location to where people shall evacuate.

3. *Notification of actions.* After an area of responsibility has been searched by the assigned personnel and deemed cleared, the personnel responsible for the area will notify the Watch Commander, and then evacuate.

4. *Recording the incident.* The Watch Commander will appoint an Officer as recorder of the incident, keeping track of searches, evacuations, personnel and other activities.

G. RE-ENTRY. No one will be allowed to reenter the facility until the Chief of Police (or designee) issues an all clear. The decision to reenter is at the sole discretion of the Chief of Police (or designee). Prior to beginning reentry, security will be posted at all entrances.