

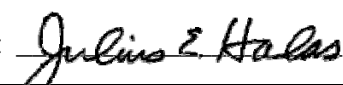


**Department of Financial Services
Bureau of Fire and Arson Investigations
STANDARD OPERATING PROCEDURE**

	Title: Bomb Threat Response		Policy # 2.1.12
	Amends:	Rescinds: N/A	Effective Date: 09/22/2009
	Review Date:	Review Date:	Review Date:
Approved:  Chief John Corbett  Director Julius Halas			

I. Purpose

To describe the Bureau's response to bomb threats.

I. Policy

It is the policy of the Bureau of Fire and Arson Investigations to have procedures regarding explosives and explosive devices that provides maximum protection of life and property.

II. Authority

- AP&P 1-09 Loss Prevention
- AP&P 1-20 Larson Building Emergency Evacuation
- AP&P 1-20-A Larson Building Evacuation Procedure
- AP&P 1-20-B Fletcher Building Evacuation Procedure
- AP&P 6-04 External Threats
- Florida State Statute 790.1615
- Florida State Statute 790.163
- Florida State Statute 790.164
- Florida State Statute 790.165
- Florida State Statute 806.111

III. Procedure

A. Bomb Related Incidents

The Bureau of Fire and Arson Investigations Bomb Squad mission is: "To provide experienced service for the safe resolution of both criminal and non-criminal incidents involving incendiaries or explosives." Specific procedural guidelines for the Bomb Squad are delineated in SOP # 2.5.2.

In the event that any member of the Bureau receives information of a bomb or other threat, the following procedures are established:

1. Members should utilize the Bomb Threat Checklist when receiving a threat. The checklist shall be kept readily available near each telephone. The checklist is provided as an attachment to AP&P 6-04, and each Field Office shall follow the instructions regarding use of the checklist.
2. Upon receiving a call of a bomb or other threatened activity, the role of the member receiving the call is to attempt to gather as much information as possible, to include, but not limited to: (CFA 21.05M "A")
 - a. The exact wording of the threat or statement; (CFA 21.05M "A")
 - b. Location of device or threat; (CFA 21.05M "A")
 - c. Time and date the device is to explode or act of terror to take place; (CFA 21.05M "A")
 - d. Type of device or other act; (CFA 21.05M "A")
 - e. Description of caller's voice and speech characteristics; and (CFA 21.05M "A")
 - f. Any background noises. (CFA 21.05M "A")
3. Notifications
 - a. Upon receiving the threat, the receiving member will call 911 to notify the appropriate law enforcement jurisdiction and local fire department of the threat. (CFA 21.05M "I")
 - b. The receiving member will notify his or her supervisor to initiate the appropriate notification of the chain-of-command. (CFA 21.05M "B")
 - c. If the response of a Bureau Bomb Squad member is appropriate, the supervisor will contact the member. Utilization and deployment guidelines are specified in the Explosive Ordinance Disposal Unit SOP 2.5.2. (21.05M "G")
4. Response to a Non-DFS Facility

If the threat is to a facility not occupied by DFS, sworn members will not initiate response without the approval of their supervisor. Such response would be exercised through the Florida Mutual Aid Act.
5. Response to a DFS Facility

If the threat is to a DFS facility, the Bureau sworn member in charge will assign sworn members for response. The following actions will take place as directed by the sworn member in charge of the scene:

- a. If warranted, the sworn member in charge will establish a security perimeter; (CFA 21.05M “C”)
- b. Search teams will be organized; (CFA 21.05M “D”)
 - 1. Teams will begin searching the building with occupants familiar with the premises looking for unusual packages or other items out of their usual place; (CFA 21.05M “E”)
 - 2. The interior search should be conducted in an organized manner with a detailed search of individual rooms, areas accessible to the public, electrical areas, air vents, or possible hiding places; and (CFA 21.05M “E”)
 - 3. Searchers shall be instructed not to touch or disturb any unusual item. (CFA 21.05M “E”)
- c. The Bureau Bomb Squad or appropriate bomb disposal unit will be notified in the event a suspected device is located; (CFA 21.05M “G”)
- d. If warranted, the building will be evacuated through the appropriate doors, and in accordance with the available building evacuation plan. (CFA 21.05M “H”)
 - 1. The decision to evacuate for a bomb threat shall only be made by the building manager or other appropriate authority. Bureau members may recommend, but have no authority to order an evacuation for a threat. (CFA 21.05M “H”)
 - 2. If a suspicious or actual device is located, Bureau members have the authority to order an immediate evacuation. (CFA 21.05M “H”)
 - a) On scene sworn members will coordinate all efforts through law enforcement agencies or the on-scene ICS commander; (CFA 21.05M “I”)
 - b) On scene sworn members will coordinate and cooperate with investigators or evidence specialists responsible for apprehending the bomb or other threat maker, or obtaining physical evidence; and (CFA 21.05M “J”)
 - c) During periods of radio silence members shall abstain from using cellular or other wireless devices. (CFA 21.05M “K”)

6. Detonation

- a. If an explosion occurs, a member on scene will notify the Regional Communications Center of the magnitude of the explosion. Information provided should include, but is not limited to: (CFA 21.05M “L”)

1. The number of injured and/or dead; (CFA 21.05M “L”)
 2. Information on persons trapped; (CFA 21.05M “L”)
 3. Additional units needed and their placement; (CFA 21.05M “L”)
 4. Number of rescue and fire units needed; (CFA 21.05M “I”)
(CFA 21.05M “L”)
 5. Size of fire, if any; and (CFA 21.05M “L”)
 6. Best route for emergency vehicles. (CFA 21.05M “L”)
- b. Sworn members should be aware that secondary explosive devices may be present. A cursory search of the area should be completed, especially in the area determined for the command site.

B. Post-Explosion

When requested, sworn members shall assist with any post-explosion duties requested of the EOD technician or a federal Alcohol, Tobacco and Firearms representative having primary authority. (CFA 21.05M “J”)
(CFA 21.05M “L”)

1. Sworn members shall submit a full report of the incident through the ACISS[®] system. (CFA 21.05M “L”)
2. Sworn members shall complete supplemental reports in ACISS[®]. (CFA 21.05M “J”) (CFA 21.05M “L”)

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