
	<u>SUBJECT</u>	<u>NUMBER</u>
	BOMBINGS AND BOMB THREATS	402/07
EFFECTIVE DATE: 09-01-09	AMENDS: 08-14-08	RESCINDS:
DISTRIBUTION: Administration, CID, Patrol, Communications, Clerical	REFERENCES: CALEA 46.1.1 / IACLEA 46.1 / TPCFA 8.02.1	

- .10 This procedure establishes guidelines to be followed in the event an explosive device is detonated on a campus or a bomb threat is received.
- A. Public buildings, especially educational facilities, are very vulnerable to terrorist activities because of easy access to buildings and the open campus concept. Threats of retaliation from disgruntled students, through bomb threats, are also a possibility when an individual wishes to disrupt class activities.
 - B. Management and control of potential hazardous incidents requires pre-planning and training as well as specific tactical skills necessary for responding to specific incidents.
 - C. It is the policy of the Alamo Colleges Police Department to respond to all hazardous incidents in a manner that minimizes the risk to life.

.20 RESPONSIBILITIES


- A. The initial responsibility for the control of a potential critical incident rests with the **patrol officer**. Since the patrol officer is generally the first person on the scene it is his / her responsibility to follow the **6 Step Approach for First Responders to a Critical Incident**:
 1. **Detection**: Observation of the area and being able to know when something is not normal.
 2. **Notification**: Getting on the radio and letting the dispatcher know that there is a problem even if he / she that there is a problem even if the full extent of the problem is not known.
 3. **Identification**: Looking at the problem area and determining:
 - a. The area that is being affected.
 - b. The type of hazard (BNICE).
 - c. Location and number of injured.
 - d. Identifying any environmental hazards present.
 4. **Setting the perimeter**:
 - a. Evacuation.

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- b. Deny entry.
 - c. HOT, WARM & COLD Zones.
 - d. Safe route.
 - e. Staging areas.
 - f. Command post.
 - 5. **Request the follow up personnel.**
 - a. Get the help needed.
 - 6. **Any positive Action.**
 - a. That does not place the First Responder at risk of injury.
- B. The Chief of Police has overall responsibility and supervision of all personnel involved in locating an alleged bomb or area damaged by the detonated bomb.
- C. The Police Dispatcher is responsible for maintaining communication channels with officers on the scene and other agencies needed to assist in fire fighting, medical evacuation, and bomb disposal.

.21 BOMBING

- A. The first officer arriving upon the scene of an actual bombing will make an immediate assessment of the situation to determine the extent of any injuries and/or deaths, damage inflicted, fire, and potential hazard to medical and fire fighting personnel responding to the emergency.
- B. Upon making a quick appraisal the officer will take the following steps:
 - 1. Immediately notify the dispatcher and advise him of the location of the bombing, amount of injured persons, presence of fire or potential fire, and type of assistance needed.
 - 2. Attend to the injured, and if a continuous hazard exists to the injured, move them to a safe location. The officer may solicit all available personnel present to assist the injured.

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3. Establish crowd control to keep unauthorized personnel out of area.
4. The supervisory officer, upon notification of a bombing, will dispatch all available patrols to the scene to assist in the following.
5. Attend to the injured and evacuation of persons in the building.
6. Establish traffic control points to direct ambulances and fire apparatuses to the scene.
7. Establish crowd control for the prevention of further injuries to bystanders.
8. As soon as practical cordon off the area to prevent possible looting and removal of evidence.
9. The dispatcher, upon receiving information from the officer on the scene of a bombing, will take the following action:
 - a) Notify the [San Antonio Fire Department](#), [Live Oak Fire Department](#) or the [New Braunfels Fire Department](#) depending on the location of occurrence of the situation, including the extent of injured persons, presence of fire, and exact location of the bombing.
 - b) Remain on the telephone in case additional information is needed by the Fire Department.
 - c) Notify the following personnel of the situation:
 1. Chief of Police.
 2. President of the respective College.
 3. Vice Chancellor of Finance & Administration.

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10. If any additional explosive device is found, no attempt will be made by officers to defuse it. The area will be cleared of personnel and the Bomb Disposal Unit of the [San Antonio Police Department](#) notified for assistance.

.22 BOMB THREATS

- A. In the event a bomb threat is made to the college, the threat must be considered serious and appropriate action taken to determine the location of the device, type of device, reason for its placement, and if possible, the identity of the caller.
- B. When a bomb threat is received on a campus, the recipient of the call will take the following action:
 - 1. Record all pertinent information relating to the threat using the Bomb Threat Report. If received by another party, all possible information will be obtained from them.
 - 2. While talking to the person making the threat, try to identify any background noise, speech impediments, accents, age and any general information that might be of benefit in identifying the caller.
 - 3. Be polite to the caller and try to win his confidence. In doing this, he may reveal the location of the alleged bomb or location he is calling from.
- C. The President of the College, or his designated representative, makes the determination if a facility will be evacuated as a result of the threat. If the decision is made to evacuate the supervisory officer on duty will have all faculty and staff members notified of the potential threat and request an orderly evacuation.
- D. Evacuees will be moved a sufficient distance from the building in case an explosion occurs.
- E. Outside of buildings are the most likely place for concealment of explosive devices. Concealment could be along windowsills, trash containers, book deposit boxes, and

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behind shrubbery concealing portions of the building. Inside, concealment is best afforded in areas of easy access to the public such as restrooms, vestibules, library, and service offices or facilities. The device may be concealed in waste containers, under tables or desks, closets, or left inconspicuously in the open disguised as a box or carton.

- F. If a suspicious package or container is located, all search personnel will be evacuated from the area. The [San Antonio Police](#) Bomb Disposal Unit will be notified for assistance in disposal of the device. If possible, a description of the device will be furnished to the Disposal Unit.
- G. The supervisory officer on duty, upon notification that a bomb has been found, will:
 1. Deploy officers around the potential danger area to seal off the area.
 2. Ensure all bystanders are not allowed close to the expected point of detonation.
 3. Instruct officers to record the license plate number of any suspicious vehicles in the area and to look for, report and document any suspicious actions on the part of bystanders/persons in the area.
 4. Ensure all officers maintain radio silence when in the danger area as some explosive detonators are triggered by radio signals.
- H. After a thorough search has been made, and no explosive device found, the President of the College, or his/her designated representative, will make the determination if personnel will be allowed to return to the building.