



# POLICY & PROCEDURES

## HOLMEN POLICE DEPARTMENT

SUBJECT: **BOMB THREAT**

NUMBER: 10.4

SCOPE: ALL DEPARTMENT PERSONEL

ISSUED: 03/01/2012

DISTRIBUTION: POLICY & PROCEDURE MANUAL

REVIEWED: 03/26/2017

### **PURPOSE**

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This order is a plan for handling a bomb threat or emergency.

### **POLICY**

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It is Department policy to ensure the safety of members and the public during actual or potential use/presence of explosives.

### **DEFINITIONS**

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- A. **Bomb Threat:** message warning of/claims presence of bomb(s).
- B. **Explosive Device:** device capable of producing damage, injury or death to property/persons when detonated or ignited; may be classified as incendiary or explosive.

### **I. PROCEDURES**

- A. Ascertaining details from the bomb threat caller.
  - a. LEDC will obtain as much data as possible from persons reporting explosives in reference to type, time, place, and regarding the caller such as male/female, age, etc.
  - b. LEDC will trace the call for caller location and will respond accordingly.
- B. Notification of appropriate command personnel.
  - a. LEDC will dispatch the following units:
    - i. Fire Department
    - ii. Police officer
    - iii. Supervisor
  - b. LEDC will:
    - i. Dispatch units as requested.
    - ii. Determine who the building owner/manager is and provide such data to responding units; attempt to notify the building owner/manager if it is closed.
  - c. Responding personnel:
    - i. Report to the command post/staging area for duties.
    - ii. Cease use of radios within 1000' of the scene.
    - iii. Not clear without authorization.
- C. Formation of a security perimeter.
  - a. Responding members will secure an inner perimeter.
  - b. Fire Department, outside police agencies may be used for traffic control.
  - c. Barricades may be used to control access.
- D. Communication procedures.
  - **NO Radio, Cellphones, or Pager communications within 1000' of the building are allowed.** Use of phones/cell phones is on an as need basis.
- E. Organization of search teams.

- The Fire Department will advise the building executive that it is his/her decision whether to evacuate/search. S/he will be told that a knowledgeable employee **MUST** be with the Fire Department if a search is made. **NO** members may search a building for such a device unless a knowledgeable employee assists the search.
- F. News media access.
- Access to the inner perimeter is denied to non-authorized persons for their safety. The on-scene supervisor will give the media their limitations and advise the staging area location.
- G. Notification procedures for bomb disposal personnel.
- **LEDC notifies: Dane County Sheriff's Office** will be contacted for further support.
- H. Evacuation policy.
- It is the building executive's decision to evacuate the building. Once evacuated, the Fire Department will advise that person when evacuated persons may go back in. If searched without evacuation and a suspected explosive is located, the building will be evacuated.
- I. Coordination with investigators or evidence specialists.
- a. The Fire Department is the primary responding unit.
    - i. The Fire Department is OIC until an explosive is located.
    - ii. A command post will be established a minimum of 1000' from the building or suspected location.
    - iii. Fire personnel will meet with building executives regarding bomb threat procedures.
    - iv. If a suspicious device is located, it will be left where located, the area cleared of persons, a phone in a separate area should be used to notify the command post, and an evacuation will occur.
    - v. When a device is located and the evacuation is done the incident is turned over to HPD.
  - b. Bomb Disposal Team.
    - i. Notification will be made via authorization of the Chief or Lieutenant.
    - ii. Personnel will cooperate; the supervisor will request all components, drawings and related data upon the conclusion of the incident.
- J. Reviewed annually.
- This order is reviewed annually/jointly with Police and Fire personnel

Chief of Police  
Shane Collins