

Kanawha Putnam Emergency Management Plan Hazard Identification Annex	
Bomb Threat Revised September 2022; Reviewed Biennially	B06
Risk Low to Moderate	Vulnerability Moderate
<p>Primary Agency: Law Enforcement Agency</p> <p>Support Agencies: Mutual Aid Law Enforcement Agencies Kanawha County Sheriff's Department West Virginia State Police Fire Department EMS West Virginia State Fire Marshall's Office United States Bureau of Alcohol Tobacco and Firearms Federal Bureau of Investigation</p> <p>Functional Annexes: A02 - Emergency Public Information A04 - Evacuation A07 - Mass Care A06 - Traffic Diversion A14 - Law Enforcement/Security A09 - Fire and Rescue A20 - Terrorism</p>	

I. SITUATION AND ASSUMPTIONS

- A. While usually unfounded, all bomb threats are taken seriously.
- B. Investigating bomb threats will often require the evacuation of large structures.
- C. There are two types of bomb threats:
 - 1. Hoax
 - 2. Confirmed

- D. Bomb threats are normally made by phone or mail. They may also be transmitted electronically. Rarely are they made in person.
- E. All bomb threats must be treated as real until proven otherwise.
- F. The Bomb Threat Report Form, Appendix 1, to this annex should be filled out as the threat is received, or immediately afterward. This form should be made available to members of the public and its use encouraged.
- G. Bombs may be sent by mail, delivery service, or placed on site by an individual.
- H. For purposes of this Appendix, the term bomb shall include persistent irritant devices, i.e., Tear Agents, Oleoresin Capsicum, etc.
- I. The Kanawha County Sheriff's Department and the West Virginia State Police have the resources for bomb mitigation.
- J. Secondary devices may be present.
- K. Many facilities may have internal bomb threat procedures. This annex is not intended to replace such procedures, but rather is a guide to emergency response agencies and personnel.

II. Concept of Operations

- A. Jurisdictional law enforcement will handle the initial and subsequent investigations and evacuation if necessary.
- B. In the case of large-scale activations, the Emergency Management Director may activate the EOC to coordinate the response of involved agencies.
- C. If a bomb threat is believed to be an act of terrorism the FBI will be the lead law enforcement agency. (See Functional Annex A20 - Terrorism).

III. Direction and Control

- A. Initially the manager/supervisor of the threatened facility will become the incident leader.
- B. Incident command be established by law enforcement once on the scene.

- C. A unified command will determine appropriate action if one has not been determined:
 - 1. Ignore the threat,
 - 2. Evacuate immediately,
 - 3. Conduct a search, then evacuate if warranted.

- D. Any decision to evacuate should come from the manager/supervisor of the threatened facility.
 - 1. The decision on whether to conduct a search, evacuate or shelter-in-place should be made in coordination with emergency response personnel. The course of action will depend on the current threat environment and nature of the bomb threat.
 - 2. If sufficient information exists to believe a bomb may be on the premises a decision to evacuate may be made prior to the arrival of emergency response personnel.

- E. Any search of a threatened facility should be conducted, when time and circumstances allow, using personnel familiar with the facility and their own work area, such as office staff or maintenance personnel.
 - 1. Responding emergency personnel are not familiar with normal contents and layout of a particular structure.
 - 2. Any suspicious items should not be disturbed but made known to properly trained law enforcement personnel.

- F. Law Enforcement will:
 - 1. Evaluate available information and evidence.
 - 2. Handle initial investigations and evacuation, if necessary.
 - 3. Set up an incident command post, using NIMS principles, in a safe location away from areas where improvised secondary devices may be placed, e.g., mailboxes, trash cans, large planters, etc.

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4. Set up and maintain perimeter security and traffic control. (See Functional Annex A14 Law Enforcement, Functional Annex A06 - Traffic Diversion)
5. Request activation of Emergency Operations Center if necessary.
6. Request “bomb squad” if needed.
7. Assist “bomb squad” personnel in whatever manner feasible.
8. Protect integrity of crime scene.
9. Conduct any investigations.
10. Request any additional needed law enforcement equipment or services.

G. Fire Service will:

1. Stage units at a safe distance from the incident site.
 - a. Away from line of sight of threat area
 - b. Away from buildings with large amounts of glass
 - c. In such a way as to utilize structural or natural barriers to assist with protection
 - d. Away from areas where improvised secondary devices may be placed, e.g. mailboxes, trash cans, large planters, etc.
2. Send a representative to the established command post.
3. Assist in evacuation if necessary.
4. Rescue victims if necessary.
5. Provide any necessary decontamination.
6. Provide any fire suppression needed.
7. Provide assistance in investigation if trained personnel are available

H. Emergency Medical Service will:

1. Stage units along with Fire Service.
 2. Treat ill or injured victims.
 3. Transport ill or injured victims to the appropriate medical facility.
- I. The decision to reenter a threatened facility where no bomb has been found should come from the facility manager/supervisor in coordination with emergency personnel.
1. Emergency personnel cannot make any particular guarantee regarding the safety of a particular facility.

APPENDIX 1

BOMB THREAT REPORT

Call taker should remain calm, be courteous, listen, do not interrupt the caller, and if possible notify a supervisor or co-worker by prearranged signal while the caller is on the line.

Date: _____ Time Call Received: _____ Time Call Ended _____

Number at which call is received _____ is this a rollover line

from main number _____

Exact wording of threat: _____

Questions to ask:

When is the bomb going to explode? _____

Where is the bomb now? _____

What kind of bomb is it? _____

What does it look like? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why? _____

What is your address? _____

What is your name? _____

Try to determine the following:

Caller's identity: sex ____ age ____ length of call

Caller's voice:

calm ____ angry ____ excited ____ slow ____ loud ____ laughter ____ crying ____

normal ____ distinct ____ slurred ____ whispered ____ nasal ____ stutter ____ lisp ____ raspy
____ deep ____ ragged ____ intoxicated ____ clearing throat ____

deep ____ breathing ____ cracking voice ____ disguised ____ accent ____ familiar ____

If voice is familiar, who did it sound like? _____

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APPENDIX 1

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Threat language:

well spoken (educated): ___foul ___irrational ___incoherent ___taped
_____emotional
___religious ___message read by threat maker ___

Background Sounds

street noises ___crockery ___voices ___PA system ___music ___
house noises ___motor ___office machinery ___factory machinery
_____animal noises ___clear _____static _____
_____local _
long distance ___phone booth ___other _____

Remarks/other information:

Report call immediately to: (use a separate telephone line to report if possible)

Police _____ or 911
Supervisor: _____ phone _____
Title/position _____
Name of person taking call _____ phone _____