

Kanawha Putnam Emergency Management Plan Hazard Identification Annex	
Bomb Threat Revised December 2015; Reviewed Annually	B06
Risk Low to Moderate	Vulnerability Moderate

Primary Agency: Law Enforcement Agency

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

Functional Annexes:

- [Emergency Public Information A02](#)
- [Evacuation A04](#)
- [Mass Care A07](#)
- [Traffic Diversion A06](#)
- [Law Enforcement/Security A14](#)
- [Fire and Rescue A09](#)
- [Terrorism A20](#)

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 evacuate 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 commander.
- B. Incident command is assumed 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 evacuate, 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.
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 [Fire and Rescue](#) 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? _____

BOMB THREAT REPORT

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 _____