

- I. Purpose
- II. Responsibility

- I. Purpose

This directive establishes procedures and responsibilities for responding to threats or actual occurrences of the existence of bombs or any explosive device (including blasting caps) on Commission property.

- II. Responsibility

- A. Communications

1. When information regarding an explosive device is received, Communications personnel will follow the guidelines listed in the Communications SOP.
2. Notify the Montgomery County Department of Fire and Rescue Services and the Montgomery County Fire Marshall of the threat.
3. Notify the Bureau of Alcohol, Tobacco and Firearms in all incidents of bomb threats, bomb plantings, and bombings, providing the type of incident, the time the report was received, and the location of the incident. Communications personnel will *document in the CAD* the time A.T.F. was notified and the identity of the agent contacted. A.T.F. can be contacted by calling the Washington District Office in Falls Church. If there is no answer, contact the A.T.F. Command Post in Washington, D.C.
4. Make notifications in accordance with Divisional Directive, "Notifications".

- B. Senior Ranking Officer on the Building Search Scene

The responsibility for initiating the search for explosive devices will rest with the senior ranking officer on the scene. The senior ranking officer will:

1. Assume command of police operations upon arrival at the scene.
2. Establish a command post. The command post will be located in view of the public entrance to the building and at least 300 yards (or as far as practical) from the building once an evacuation has been ordered or an explosive device is located. The senior ranking officer at the command post will have access to a landline telephone, when possible as situation permits. The senior ranking officer will ensure that all members of the search team know the number of this telephone prior to initiating a search of the building scene.
3. Direct information gathering and investigation activities.
4. Interview the owner or person in charge of the premises to determine if evacuation is appropriate. Under normal circumstances the decision to evacuate will be made by the official in charge of the building. However, when the official cannot be located and the situation requires immediate action, the senior ranking officer may direct that the premises be evacuated. Additionally, where

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- further information exists that would indicate the presence of an explosive device (i.e., confidential police information or corroborating information of the presence of an explosive device); the senior ranking officer may order an evacuation regardless of the decision of the official in charge of the building.
5. Once a decision to evacuate is made, conduct the evacuation in an orderly manner.
 - a. Announcements will not include alarming words such as "bomb."
 - b. Do not hold a "fire drill."
 - c. Do not touch anything, including light switches, not absolutely necessary to egress building.
 - d. Keep evacuees as far as possible, 300 yards is recommended, from the building.
 6. Organize and direct search operations once the building has been evacuated.
 - a. The senior ranking officer will request the services of a canine unit, capable of locating explosives. Upon arrival, the canine unit will lead the search team.
 - b. The senior ranking officer will determine the method of conducting the search and brief all personnel as to the procedures to be used prior to the start of the search.
 - c. The search of the building should be done with someone most familiar with the structure and its operation. Such a person is more likely to notice a foreign item.
 7. If an explosive device is located:
 - a. Immediately notify Communications of device's location **by means other than radio or cell phone**. See Section C subsection 4 paragraph f and g below.
 - b. Ensure that the building is completely evacuated (search team) and clear demarcation lines are established to keep civilians back.
 - c. Ensure that all Division personnel and equipment are moved at least 300 yards, or as far as possible, from the building or area.
 8. Relinquish command of the scene to the Montgomery County Fire Marshall upon his/her arrival. The senior ranking officer will assist the Fire Marshall by coordinating the police effort.
- C. All Officers at the Scene will:
1. Respond to all orders issued by the senior ranking officer. If the scene is turned over to the operation control of the Fire Marshall, he/she will be considered the senior ranking officer.
 2. Obtain a set of master keys from the person in charge of the building.
 3. Move evacuees at least 300 yards, or as far as practical, from the building.
 4. Assist in conducting the search.

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- a. DO NOT MOVE, TAMPER WITH, OR ATTEMPT TO DISARM A SUSPECTED DEVICE. The Fire Marshall upon his/her arrival will direct disposal of bombs and explosive devices.
 - b. Search the outside of the building paying particular attention to shrubs, ledges or ornamental facings, piles of leaves or grass, vehicles parked next to the building, trash cans and outside storage rooms.
 - c. All members of the search team will synchronize their watches prior to beginning the search.
 - d. Search the interior of the building from the bottom to the top paying particular attention to restrooms, hallways, furnace rooms, storage areas and elevator shafts.
 - e. Cease all searching at least 20 minutes prior to and 20 minutes after the reported time for detonation of the bomb/explosive device. The search, if not concluded, will be resumed *after* this time.
 - f. Portable radio equipment will not be utilized and will be turned off for communications by personnel assigned to the search. There will be no radio transmissions within 300 yards of the building/area being searched.
 - g. Cellular phones may also cause bomb detonation; therefore, communications will be by standard telephone only. The search team will select a telephone that has been examined and found free of explosives. All communications from the search team will be made using this telephone. If there is no telephone available in the building or area, one member of the search team will be designated to deliver information in person.
5. If an explosive device is located:
- a. DO NOT MOVE, TAMPER WITH, OR ATTEMPT TO DISARM A SUSPECTED DEVICE
 - b. Note:
 - (1) The exact location.
 - (2) Description of the device.
 - (3) Any noise emanating from the device.
 - (4) Consider the possibility of multiple devices
 - c. Establish a safety zone around the device. This zone will clearly identify the location of the device. If possible, take a picture or pictures of the device from a safe distance.
 - d. Cease any further movement and leave the building touching nothing. A bomb can be detonated by closing a door, turning on a light switch, and so on.
 - e. Leave the area and remain at least 300 yards from the building (if the device is indoors) or at least 300 yards from the device (if the device is outdoors).
 - f. Notify other searchers to evacuate the building.
 - g. Notify the senior ranking officer.

D. Investigations

1. The Investigative Services Commander and Sergeant will be immediately notified of all reported bombs, bomb threats and/or explosive devices.
2. The Investigative Services Commander and Sergeant *may* assign at least one investigator to respond to the scene.
3. The assigned investigator will assume responsibility for investigation of the incident. The investigator will coordinate this Division's investigative efforts with the Montgomery County Fire Marshall, A.T.F., and other involved agencies.
4. The Investigative Services Commander and Sergeant will have authority to call out necessary Investigative Response Team officers.

**Approved Park Police Document
Signed Original on File**

End of Directive