

# EAST LANSING POLICE DEPARTMENT

## POLICY AND PROCEDURE

ORDER NUMBER: 19-20  
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CHIEF OF POLICE \_\_\_\_\_

### 19.1 PURPOSE

- A. The purpose of this procedure is to establish guidelines for safely and efficiently responding to reports of bomb threats, explosives, incendiary devices or any other device which is intentionally set for the purpose of threat, disruption of normal activities, or catastrophic loss of property and/or life. These incidents are often unique and dynamic. Therefore, this policy serves as guidance to responding personnel.

### 19.2 POLICY

- A. This policy provides guidance in the event members of this department are called on to investigate reported bomb threats/scares, actual/suspected explosive devices, etc. The established guidelines are intended to protect responding emergency personnel and the public.

### 19.3 PATROL RESPONSE PROCEDURES

- A. All bomb threats will be treated as real. Threat assessment is important bearing in mind that a majority of bombings are not preceded by a notification.
- B. Assume the potential for a “worst case scenario,” as threats can be asymmetrical. Be aware and alert to bystanders who may be the suspect. Advise responding police, EMS units and the MSP Bomb Squad of a safe meeting location for witnesses, police and EMS units.
- C. Never stage in the same location or immediately in front of the affected building. This is to guard against a suspect patterning the response of police personnel.
- D. Be mindful of the possibility of secondary explosives designed to target emergency personnel and citizens during the evacuation of the building.

- E. Determine if a detonation time is known. No persons should be inside the perimeter during a reasonable time near detonation. Use 30 min. before/after as a guideline if detonation time is known.
- F. Sheltering-in-Place may be necessary depending on the circumstances.
- G. ELPD Supervisor has operational command over ELFD, unless an explosion, then unified command should be considered.
- H. The first arriving officer/supervisor should contact the manager/owner of the affected property.
- I. Isolate witnesses and obtain **information for a report.**
- J. A safety perimeter should be established. The ATF evacuation distance card (available on-line through the ATF or FBI) should be consulted. Distances may be difficult to follow due to terrain, environment, and population density. Another option may be to Shelter-in-Place in a hardened structure.
- K. **Explosive Detection Dog (EDD) teams should be requested and consulted if possible.**
- L. **If a command post is established, it should be** outside and upwind of the safety perimeter. All emergency personnel should coordinate from this location. A landline phone should be available for use.

#### 19.4 **EVACUATION**

- A. Evacuation decisions are the responsibility of the owner/manager in charge of the premises. Officers/Patrol Supervisor should not give specific recommendations about evacuation but can offer options and the possible consequences.
- B. Non-Evacuation: If the owner/manager opts not to evacuate, the patrol and fire supervisors shall be immediately notified. Dispatch shall also be notified over a recorded audio line.
- C. Partial Evacuation: Shelter-in-Place may be a viable option in limited situations. The owner/manager is responsible for this decision only in threat situations, not when a blast has occurred or a suspicious item is found. Shelter-in-Place may still be a necessary consideration when a device or suspicious item is found.
- D. If evacuation occurs, officers should assist with a safe and orderly evacuation and assure that persons remain a safe distance away. Never utilize a fire alarm to initiate evacuation. Public address system may be an option. Time, Distance and Shielding factors should be considered for safe placement of evacuees.
- E. All egress areas should be given a quick/thorough inspection prior to evacuation to check for explosive devices. **EDD's are a valuable asset for this task.**

- F. Attempt to inspect evacuation areas prior to placing persons in an area to guard against secondary devices. Avoid using a parking lot or areas near vehicles as it is too easy to hide a secondary device in a vehicle. Utilize EDD's if possible.

#### 19.5 **SEARCH PROCEDURES FOR A BOMB THREAT**

*"The construction of a bomb or explosive device is limited only by the ingenuity of the perpetrator; therefore, a bomb may vary in size, shape, and container. No one can tell you what a bomb may look like."*

- A. An Explosive Detector Dog team may be called up for a search to supplement or replace some of the search procedures in this section. See Officer/Supervisor Guidelines section, 19.7 (G).
- B. Attempt to obtain blueprints and personnel that may assist with the search (i.e. manager, janitor, or prearranged search teams.)
- C. Look for explosive devices/suspicious packages. If found, stay clear/do not touch and take detailed note of location. Immediately evacuate building. Note ingress/egress routes for the Bomb Squad.
- D. During a bomb threat, Police/Fire are not responsible for searching private property. Manager/owner may request assistance. This is subject to supervisory discretion. Public Safety responsibility only exists if a suspected device is found or an actual explosion occurs.
- E. Non-Evacuation: If the owner/manager decides not to evacuate the patrol and fire supervisors shall be immediately notified. Dispatch shall also be notified over a recorded audio line.
- F. Employees should inspect their area of responsibility prior to evacuation. They can best point out suspicious objects. Anything found out of the ordinary should be reported.
- G. Request that employees take personal belongings including purses, jackets with them after inspection of their work area which will expedite the search process. Request that employees not open/close windows, turn on /off lights, secure/unsecured doors.
- H. The outside of buildings should be searched first. Search public/common areas next then more secure areas later. Search bottom (Basement) to Top (top floor).
- I. If search personnel are selected, they should volunteer, be thorough and patient. They may not be able to search everything but should be thorough enough to be reasonably sure the area is safe.
- J. Search teams should consist of volunteers and should be divided into small teams of two or three persons assigned to pre-designated areas.
- K. A person familiar with the building should be included with each team and have keys available to access all areas. Extreme caution should be exercised in dark areas.

- L. Never turn on/off lights or electrical appliances. Leave as found. Use discretion when utilizing flashlights which can trigger explosives with photoelectric switches.
- M. If no device is located, then report “nothing was found” to the owner/manager in charge. Never advise that the building is clear or that it is safe to reoccupy. The decision to re-enter rests solely with the owner/manager.

#### 19.6 **WHEN A SUSPECTED DEVICE IS FOUND DURING A BOMB THREAT**

- A. Evacuate immediately to a safe location and cease all search operations.
- B. Have the Paramedics respond to the staging area if not on scene.
- C. Do not touch anything.
- D. Contact the MSP Bomb Squad immediately for further guidance and render safe operation.
- E. Shelter-in-Place may be the only option in limited situations. The decision rests with the ELFD Supervisor and should only occur with the recommendation of a trained Bomb Squad.
- F. Considerations such as the size of the suspect device, distance between the device and persons who would be sheltered, and type of shielding between device and the persons.
- G. Once the bomb is rendered safe/removed, resume search operations. Do not assume only one bomb is present.
- H. Request explosive K-9 teams for searching evacuation routes and staging locations for secondary devices.

#### 19.7 **OFFICER/SUPERVISOR GUIDELINES – Actual Explosion or Device Found**

- A. ELFD assumes command of the scene.
- B. A safety perimeter should be immediately established with ELFD.
- C. Evacuation procedures should be initiated if necessary.
- D. Evacuation location should be searched for secondary devices prior to the movement of persons.
- E. Shelter-in-Place may be an option if it is safer to leave persons in a hardened structure. Consultation with MSP Bomb Squad is suggested.
- F. Contact the MSP Bomb Squad if a device is located or if it involves military ordinance so that they can evaluate.

- G. Explosive Detector Dogs are “detection” tools that should be utilized to search when the location of the device is unknown. They should not be used to confirm the possibility of an explosive in a suspect package.

## 19.8 POST BLAST RESPONSE PROCEDURES

### A. Officer/Supervisor Responsibilities

#### **“Use extreme caution due to the likelihood of secondary devices”**

1. Be mindful of possible release of Chemical/Biological agent during explosion. Stay up wind and utilize Personal Protection Equipment, ie.gas masks with proper filters, coveralls. Consult with the ELFD.
2. Do not enter buildings severely damaged by explosion until approved by Fire Supervisor
3. Assist all injured persons, attempt to ID and document hospital sent to
4. Establish Unified Command Post with Fire Department, upwind, outside perimeter
5. Establish Crime Scene Perimeter – (2x distance of furthest piece of evidence found)
6. Establish ingress/egress vehicle routes to relieve traffic jam during critical incident
7. Establish location for witnesses and ID them for later contact (suspect may be a witness)
8. Coordinate scene safety issues with responding agencies
9. Fire Suppression
10. Compromised Gas Line Hazards
11. Structural Hazards (confined space, unsafe structures)
12. Evacuation of population near blast and down wind. Particular attention to special needs persons such as Senior Citizens
13. Be mindful of asymmetrical threats such as suicide bombers and active shooters or a combination during the same event

EMPLOYEE	INITIAL	EMPLOYEE	INITIAL
Bassage, Ebani		McMath, Asheley	
Bennett, Katelynn		Meisling, Alex	
Benson, Yutaka		Menser, James	
Besford, Brooke		Meyer, Nathan	
Birchmeier, Brooke		Mitchell, Nicole	
Bond, Effie		Mommersteeg, Ben	
Bove, Travis		Monroe, Brittany	
Burkett, Cole		Morehead, Chelsea	
Burkhardt, Ritamarie		Moua, Ty	
Cassidy, Tyler		Nelson, Austin	
Connelly, Chad		Ojerio, Adrian	
Cortez, Jake		Park, Adam	
Cotton, Jason		Paul, Sudesna	
Culross, Jacey		Pride, Chad	
Davis, Lynne		Rohn, Jan	JMR
Didion, Jim		Roubos, Luke	
Evans, Eldon		Scallions, Wesley	
Ewing, Danette		Schwalm, Kristy	
Ferguson, Andy		Sexton, Scot	
Fuller, Tony		Shaddock, Chris	
George, Lucy		Shafer, Diane	
Gibbs, Kayla		Sherman, Kelsey	
Gonzalez, Steve		Shessia,	
Guthrie, Casey		Siemen, Evan	
Hamilton, Jeremy		Sperry, Traci	
Harrison, Katey		Spitz, Jeff	
Heffelfinger, Matt		Stafford, Shelby	
Horn, Jeff		Stemen, Chad	
Horst, Justan		Stephenson, Andy	
Iott, Konnor		Stoltzfus, Dave	
Johnston, Kelly		Striks, Rachel	
Joseph, Barb		Thomas, Jeff	
Kelley, Dean		Truax, Jeremy	
Khoury, Kristine		Vedder, Erich	
Klavenski, Scott		Viera, Jose	
Kole, Staci		Wachowski, Tom	
Kuhn, Ryan		Weidner, Paul	
Lerch, Matt		Whelan, Steve	
McBride, Ben		Woodruff, Jordon	
McGinn, Ken		Young, Jay	