

BALTIMORE CITY PUBLIC SCHOOLS

GENERAL ORDER 10-22 SECTION F-4

BOMB OR BOMB THREAT- CALLS FOR SERVICE Revisions Approved: June 12, 2018

This General Order contains the following numbered sections:

- I. Directive
- II. Purpose
- III. Definitions
- IV. Procedure
- V. Reporting Requirements for Bomb or Bomb Threat Situations
- VI. Search Procedures
- VII. Evacuation Procedure
- VIII. Effective Date

I. DIRECTIVE

It is the policy of the Baltimore City School Police Force (BCSPF) to respond to bomb threats in a systematic and efficient manner. Primary consideration will be given to the protection of human life.

II. PURPOSE

The purpose of this General Order is to establish protocol and provide guidelines for dealing with bomb threats and related notifications, searches, and evacuations.

III. DEFINITIONS

- a. A **bomb threat** condition exists when an explosive device and/or suspicious package has been reported or is suspected to be at a given location.
- b. A **bomb emergency** exists when a suspected or actual explosive device has been located or has been detonated.

IV. PROCEDURE

A. **Communications Responsibilities**

Communications personnel receiving a bomb threat or warning shall:

1. Immediately bring the call to the attention of the on-duty Communications supervisor.
2. Attempt to keep the reporting person on the line.
3. Identify the exact address and the specific location of the device and/or suspicious package.
4. Determine when it will be or if it has already been detonated.



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5. Ask the caller what type of explosive is involved.
6. Ask the caller what type of bomb it is.
7. Ask the caller what the device looks like.
8. Ask the caller if there is a detonation time and when it is.
9. Ask the caller what will cause it to detonate.
10. Ask the caller why the bomb was placed.

Communications personnel receiving a bomb threat call will complete the ATF Bomb Threat Checklist (Annex A). This checklist should be provided to investigating officers.

The **Communications supervisor** will immediately notify the Baltimore Police Department (BPD) using the telephone (landline) in the event there is the need for bomb technician response.

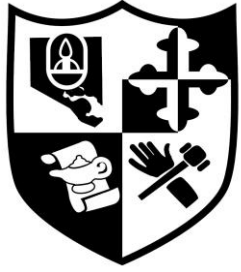
Notify the appropriate sector supervisor, and call Communications on a “landline” immediately.

Inform and assign the above personnel to respond to the scene.

NOTE: THE POLICE RADIO SHALL NOT BE USED UNDER ANY CIRCUMSTANCES FOR BOMB THREAT CALLS. ESTABLISH COMMUNICATIONS VIA WIRED OR CELLULAR TELEPHONE.

B. Responding Personnel

1. Respond to the scene as directed.
2. Locate school administrator and/or site manager and maintenance personnel to provide assistance.
3. BCSPF officer will provide guidance as to the need for safe evacuation based on the threat. Inform management personnel that the BPD are not authorized to conduct a builder search or order an evacuation.
4. If necessary, BCSPF will assist in the safe evacuation of the building.
5. BCSPF will conduct a search of the building and may request assistance from the school administrator and/or site manager for purposes of having full access to the building.
6. BCSPF officers will assess the level of threat and request assistance as needed from BPD bomb technicians or explosive detection canines.
7. Coordinate efforts with BPD personnel, if present.



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C. Dispatch

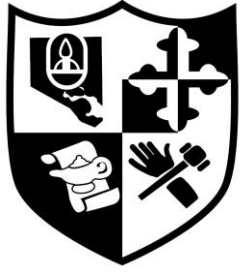
Upon receipt of an anonymous bomb threat or upon receipt of a report of a bomb threat having been made to the caller who is notifying the department:

- a. Record the nature of the call, the address of the threatened location, and any other information given by the caller. Use the exact words used by the person making the bomb threat
- b. Dispatchers should utilize the ATF Bomb Threat Checklist (Annex A) to record this information.
 1. Notify the appropriate units to call Dispatch

NOTE: DO NOT BROADCAST THE NATURE OF THE CALL OR THE ADDRESS OF THE THREATENED LOCATION OVER THE POLICE RADIO UNDER ANY CIRCUMSTANCES.

2. Advise each of the assigned units, via telephone, of the nature of the call, address of the threatened location, the central complaint number, the time of the assignment and any other pertinent information available.
3. Notify the Field Operations Lieutenant and the Chief of School Police of the nature of the call and the address of the threatened location.
4. Upon notification of the discovery of a suspected explosive or incendiary device:
 - a. Notify, by telephone, the Baltimore Police Department
 - b. Dispatch additional units, by telephone, to secure the entire endangered area and prevent entry of unauthorized persons, in order to prevent the disturbance of the device and to prevent personal injury.
 - c. Notify the following by telephone, of the discovery and verification of the suspected device and its location:
 - i. Chief of School Police
 - ii. Captain of School Police
 - iii. Field Operations Lieutenant
 - iv. Chief Executive Officer
 - v. Communications Office

V. REPORTING REQUIREMENTS FOR BOMB OR BOMB THREAT



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SITUATIONS

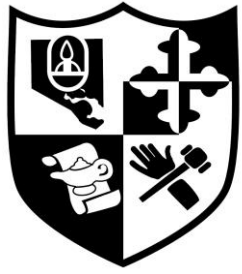
- A. On Crime/Incident Reports (box #52), and on Supplement Reports (box #20), indicate that copies of the reports are to be sent to the Field Operations Lieutenant for each of the following incidents:
 - a. Bomb threat
 - b. Bomb discovery
 - c. Bomb detonation

- B. For those incidents where no suspected device is found, include:
 - a. The date and time of the bomb threat call, and detonation time if given.
 - b. The exact words used by the person making the bomb threat.
 - c. Any other possible information learned about the caller, such as sex, accent, etc.
 - d. Information from the Dispatch relative to those bomb threat calls received directly by them; and the name and address of the person making the **report** of the bomb threat; if applicable.
 - e. Type of bomb threat (ie. live voice, recorded voice, robocall, email, social media or fax)

- C. For those incidents where a suspected device is found and does not explode, include, in addition to the information contained in section V. B:
 - a. The date and time of discovery, and the name and address of the person who discovered the device.
 - b. The exact location of the device.
 - c. Names of any persons who arrived and assisted on the scene. Persons including those from this department and/or any other agencies involved.
 - d. Evacuation and protective measures taken.

- D. For those incidents where the device explodes and no personal injury is sustained as a direct result of the explosion, include, in addition to all applicable information contained in items V.B and V. C:
 - a. The time of detonation
 - b. The area affected by the explosion
 - c. The extent of the damage

- E. For those incidents where the device explodes and personal injury is sustained as a direct



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result of the explosion. Include all information contained in items V.B, V.C, and V.D.

VI. SEARCH PROCEDURE

BCSPF will conduct the search of a device or suspected device and may request assistance from the principal or their designee and/or the site administrator for purposes of determining the property lay out, gaining access to all areas of the property and any other reasonably necessary information needed to assist in conducting a search of a City Schools building for device, suspected devices, or suspicious packages.

BCSPF may be called to assist BPD on a bomb threat call for service and may assist in searching the premises only when accompanied by management and/or maintenance personnel who are familiar with the structure.

A search should include the interior and exterior of the building and all adjoin areas.

If the exact location of a device, suspected device, or suspicious package is known, and BPD is not already present, the responding officer shall call BPD via landline or cellular phone.

If a device or suspected device is located or is otherwise known to exist, the BPD shall have primary responsibility and take control of the scene.

If a suspected device or unfamiliar item is found. UNDER NO CIRCUMSTANCES SHOULD IT BE MOVED OR TOUCHED AND THE ON SCENE SUPERVISOR MUST BE IMMEDIATELY NOTIFIED OF ITS FINDING AND LOCATION AND THE EVACUATION OF ALL UNAUTHORIZED PERSONS FROM THE AREAS MUST BE ORDERED, IF NOT ALREADY DONE. The on scene supervisor must immediately notify the Baltimore Police Department for assistance.

VII. EVACUATION PROCEDURE

BCSPF Officers will provide assistance to principals and/or site administrators as to the decision to evacuate a City Schools building based on threat analysis of the situation. The safety of students, staff, and visitors is paramount in making a decision to evacuate the building.



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If the principal and/or site administrator believes an evacuation is not warranted the on-scene school police officer can override that decision based on safety needs and direct an evacuation.

Evacuation orders of a property not under the control and/or operation of City Schools must be the decision and responsibility of the building or site manager. Departmental personnel are not authorized to order an evacuation of property that is not owned by or under the control of City Schools. Departmental personnel will provide advice and counsel and assist BPD as needed.

When a decision is made to evacuate, move evacuated persons to a location at a distance of a least 100 yards (300 feet) from the building. (Be guided by the “Bomb Threat Stand-Off Chart” Annex B).

Move departmental vehicles to a safe location, preferably one with a telephone available that can be used as a command post.

The decision to evacuate should not be given under the pretext of a fire drill. This would result in the closing and locking of windows, doors, desks, etc. thereby denying access to those areas that subsequently must be searched; and would serve to contain the blast effect in the event of a detonation, greatly increasing damage.

VIII. EFFECTIVE DATE

This Order shall be effective on the date of publication.

I certify that I have read and fully understand this Order.

Signature _____ Date _____