



WARE FIRE DEPARTMENT Standard Operating Guideline

Effective Date: July 2008	SOG Category & Identification Number: Operational OPS-008	Revision:
SOG Title: Response to Bomb Threat		
Approved by:	Re-evaluation Date: July 2009	Number of Pages:

Purpose: To provide a coordinated response with other local, state, and federal agencies to incidents involving actual or reported explosive or incendiary devices with the intent of mitigating these incidents safely and efficiently.

Scope: All responses to actual or reported incidents involving explosive or incendiary devices including both inside buildings and outside areas.

Receipt of threats received directly to fire alarm:

- The member receiving the bomb threat shall be responsible for obtaining as much information as possible.
- The on-duty officer shall notify the Chief, Deputy Chief and the Ware Police Department immediately. The on-duty officer shall coordinate with the Ware Police Department, where the joint command center will be established along with a staging area for other responding firefighters and agencies.

Receipt of threats received by another agency:

- The member receiving the bomb threat from another agency shall be responsible for obtaining as much information as possible.
- The on-duty officer shall notify the Chief, Deputy Chief and the Ware Police Department immediately.

Response to threats:

- Duty group will be toned out to respond to the staging area.
- Engine 3 shall respond with the on-duty crew to the joint command center and establish incident command for fire response.
- Engine 1 and Tower 1, shall respond to the staging area and wait for further instructions.
- Ambulance 2 shall respond to the staging area and wait for further instructions.

- Radios shall not be used; communication shall be by direct contact or by the use of runners.

Evacuation of buildings:

- The decision to evacuate the building is the responsibility of the building owner/manager.
- The fire department role is to provide information and advice on the matter and to assist in the evacuation if necessary.
- If fire department personnel are used to help assist evacuation the incident commander shall not commit all available resources to this task.
- If evacuation is needed the incident should be upgraded to a box alarm.
- If a bomb or what appears to be a bomb is found, the incident commander shall immediately order the evacuation of the building.

Search procedures:

- The search team shall consist of building personnel who are familiar with the building, a police officer and a firefighter.
- The search should start with areas that are accessible to the public and proceed as dictated by the joint command center staff.
- While conducting the search, care should be taken not to turn on lights (ect).
- If no device is found the incident commander shall advise the building owner/manager that nothing was found.
- The decision on whether or not to reenter the building is an owner/manager.
- If a suspected device is located, do not attempt to pick it up or move it.
- The search team shall immediately clear the area and advise the joint command staff.
- All search teams shall immediately be withdrawn from the building and the incident commander shall immediately assure accountability for all our department members.

Detonation of a device:

- If a device detonates prior to or after arrival, the fire department shall assume overall command of the incident, while maintaining a joint command center.
- Extreme care should be exercised, as they may be other undetonated explosives remaining or a second device.
- Every effort should be made to safeguard any suspicious material or objects that might be important to the investigation.
- If an undetonated device is found during fire suppression operations all personnel shall immediately evacuate the area until explosive ordinance disposal team members can examine the device.