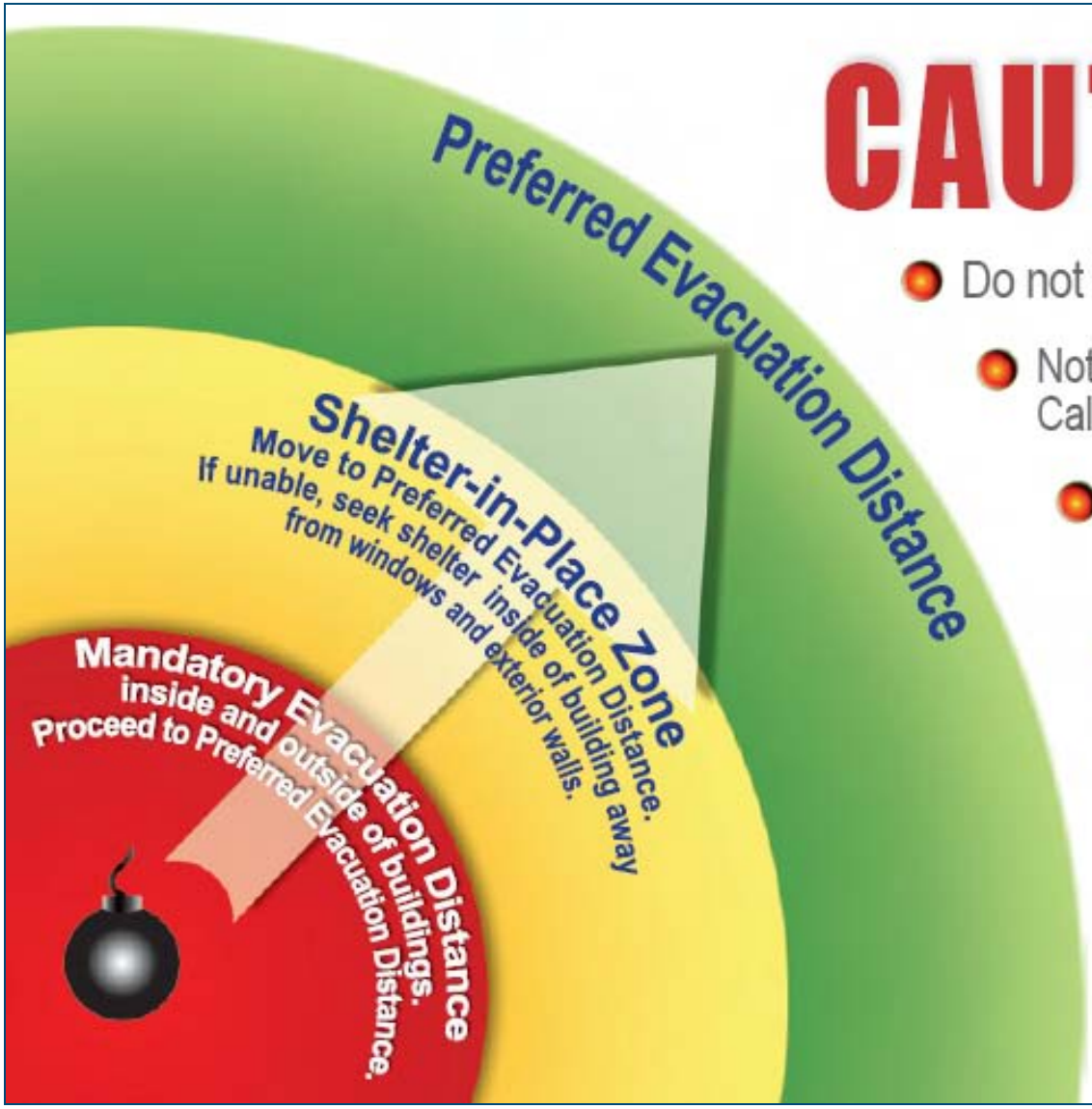
BOMB THREAT STAND-OFF CARD

Threat Description	Explosives Capacity	Mandatory Evacuation Distance	Shelter-in-Place Zone	Preferred Evacuation Distance
 Pipe Bomb	5 lbs	70 ft	71-1199 ft	+1200 ft
 Suicide Bomber	20 lbs	110 ft	111-1699 ft	+1700 ft
 Briefcase/Suitcase	50 lbs	150 ft	151-1849 ft	+1850 ft
 Car	500 lbs	320 ft	321-1899 ft	+1900 ft
 SUV/Van	1,000 lbs	400 ft	401-2399 ft	+2400 ft
 Small Delivery Truck	4,000 lbs	640 ft	641-3799 ft	+3800 ft
 Container/Water Truck	10,000 lbs	860 ft	861-5099 ft	+5100 ft
 Semi-Trailer	60,000 lbs	1570 ft	1571-9299 ft	+9300 ft



CAUTION!

- Do not touch suspicious item
- Notify proper Authorities - Call 911
- Ensure all witnesses are available to brief 1st responders
- Recommended stand-off data should be used in conjunction with your emergency evacuation plan

Sources: Department of Homeland Security,
Office for Bombing Prevention, Arlington, VA
FBI, Bomb Data Center, Quantico, VA
Technical Support Working Group, Arlington, VA

HELP

IED Scenarios for First Responders

- **Technical Requirements**
  - An HTML5 compliant browser, such as Internet Explorer 10, Chrome 20, Firefox 10, or Safari 5.1.
  - A sound card with speakers or headphones.
  - Recommended screen resolution of 1280 x 1024.

- **Changing Location/Looking Around** – At times the program will prompt you to change location or look around. You may also look around anytime the LOOK AROUND indicator is in the upper left of the screen.
  - Change Location – When an arrow icon appears in the environment, click the arrow to change location.
  - Look Around – Use the arrow keys on your keyboard to look around or left click your mouse on the scene and drag your view.

- **Zoom** – Anytime the LOOK AROUND indicator is displayed, use the scroll wheel on your mouse to zoom in and out.

- **Full Screen Support** – If you are viewing this with Firefox, Chrome, Safari, Opera, or Internet Explorer 11, press the 'F' key at any time to toggle on or off the full-screen view. For older versions of Internet Explorer, you may hit 'F11' to toggle Internet Explorer's full-screen mode.

- **Microphone** – In the opening screen, the microphone will highlight when you are receiving a message over the radio. Clicking the microphone acknowledges that you are responding to the message.

- **Resources**
  - Click the tab on the left side of the screen to access the Resources menu. These resources include job aids to help you identify IEDs and their components, decide how best to respond in a given situation, and complete the scenarios successfully. A Help file, which provides program instructions, is also found in the Resources tab.
  - Clicking STOP on the Resources menu ends the scenario you are in. From there you can restart the scenario by clicking RESTART, or access the Scenario menu by clicking MENU.

- **Timer Bar** – The Timer Bar at the top of the screen counts down in seconds and changes from green to yellow to red as your time to perform a task expires.

Suspicious Item Checklist

(Information to be Relayed to the Bomb Squad)

Unattended Package is an item of unknown origin found without any suspicious circumstances. A bomb squad response is not required.

Suspicious Package is any item found under suspicious or unusual circumstances. A suspect or suspicious package necessitates a bomb squad response.

If item meets "suspicious package" criteria answer questions below:

- ❑ Where is the item/device located? (building, floor, room, etc.)
- ❑ Did you hear any ticking or other noises coming from the item/device? Did you see a time? Counting down?
- ❑ What time was it when you first noticed the item/device?
- ❑ What does the item/device look like?
- ❑ Did you see wires? Batteries?
- ❑ Were the lights on or off in the room? Did you change anything?
- ❑ What was your exact path in and out of the room/area?
- ❑ Did you smell anything?
- ❑ Did you touch or move the item/device or anything else?
- ❑ Did you have a radio or cell phone on you? Did you transmit anything while around the item?

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The Five C's

(First Responder IED Safety Procedures)

CONFIRM- The presence of the suspect item should be confirmed and marked if possible. DO NOT TOUCH ITEM. Prepare brief for Bomb Squad.

CLEAR- All personnel are to be moved away from the suspect item. Mark your location and note the direction and distance to the device. Move to a minimum distance of 300 meters from the suspect item.

CALL- While clearing the area around the suspected item, call in and report incident. DO NOT key radio within 300 feet of suspect item.

CORDON- Established danger area is to be cordoned off and Incident Command Post should be set-up.

CONTROL- The area inside the cordon is controlled to only allow movement in/out through a centralized check point. Any breaches should be reported to the Incident Commander.

For questions or comments please visit: www.dhs.gov/obp or contact the Office for Bombing Prevention at: OBPTraining@hq.dhs.gov

Homeland Security

PRIOR TO THREAT

- Plan and Prepare
- Develop a Bomb Threat Response Plan
- Provide Bomb Threat Response Plan training to all personnel

IF THREAT IS RECEIVED

- Conduct Threat Assessment
- Execute appropriate actions outlined in Bomb Threat Response Plan

Planning & Preparation

Planning Considerations

- Coordinate with local law enforcement & first responders to ensure smooth handling of a bomb threat
- Develop clear-cut primary and alternate levels of authority (referred to in this document as "Site Decision Maker(s)")
- Select Evacuation Teams and Search Teams
- Develop training plan
- Determine search procedures
- Designate control center locations
- Plan for emergency assistance (police, fire, etc.)
- Establish primary and alternate evacuation routes and assembly areas
- Establish evacuation signal(s)
- Develop a communications plan
- Determine procedures for accessing/shutting off & reactivating utilities

Preparation Considerations

- Control building access
- Implement strict master key control
- Inspect incoming parcels
- Safeguard confidential material
- Keep exits unobstructed
- Ensure adequate internal/external emergency lighting
- Utilize electronic surveillance

Emergency Toolkit Contents

Items you may want to consider including in your Emergency Toolkit, which will be taken to the Incident Command Post, are:

Building Facility

- Complete set of master keys: coded to rooms and corresponding with a printed key list
- Blueprints and floor plans or site map of building
- Video, photographs or CD depicting building interior and exterior

Emergency Response Plans

- Copies of the site crisis response plan, bomb threat plan, and crisis management plan
- A list of the following phone numbers:
  - Site Decision Maker(s)
  - Police/Fire/Emergency Medical Services (EMS)
  - Federal Bureau of Investigation (FBI)
  - Bureau of Alcohol, Tobacco Firearms and Explosives (ATF)
  - Postal Inspector
  - Nearest hospital
  - Facility emergency names and phone numbers

Personnel Information

- Building Emergency Response Team member contact information and assignments
- List of personnel trained in CPR and/or first aid
- Updated list, with pictures if possible, of all staff/personnel
- Staff/visitors sign-in/out sheets that include names and dates; Include provision for staff/visitors transported to medical facilities
- List of staff with special needs and description of need
- Contact information for neighboring/contiguous buildings

Additional Emergency Action Resources

- Reflective vests for Building Emergency Response Team members with identifying marks
- Bullhorn with charged batteries
- AM/FM portable radio
- Flashlights and batteries
- Local street and zone maps
- Clipboards
- Writing materials (legal pads/pens/pencils/markers)
- Plastic red/yellow tape for cordoning off areas

Receiving a Threat

Phoned Threat

- **Remain Calm & DO NOT HANG UP**
- If possible, signal other staff members to listen & notify Site Decision Maker(s) and authorities
- If the phone has a display, copy the number and/or letters on the window display
- Write down the exact wording of the threat
- Keep the caller on for as long as possible, use the Bomb Threat Checklist to gather as much information as possible
- Record, if possible
- Fill out the Bomb Threat Checklist immediately
- Be available for interviews with the building's emergency response team and law enforcement

Verbal Threat

- If the perpetrator leaves, note which direction they went
- Notify the Site Decision Maker(s) and authorities
- Write down the threat exactly as it was communicated
- Note the description of the person who made the threat:
  - Name (if known)
  - Gender
  - Body size (height/weight)
  - Distinguishing features
  - Race
  - Type/Color of clothing
  - Hair & eye color
  - Voice (loud, deep, accent, etc)

Written Threat

- Handle the document as little as possible
- Notify the Site Decision Maker(s) and authorities
- Rewrite the threat exactly **as is** on another sheet of paper note the following:
  - Date/time/location document was found
  - Any situations or conditions surrounding the discovery/delivery
  - Full names of any personnel who saw the threat
  - Secure the original threat; **DO NOT** alter the item in any way
  - If small/removable, place in a bag or envelope
  - If large/stationary, secure the location

E-mailed Threat

- Leave the message open on the computer
- Notify the Site Decision Maker(s) and authorities
- Print, photograph, or copy the message and subject line, note the date and time

Threat Assessment

A totality of the circumstances standard suggests that there is no single deciding factor, that one must consider all the facts, the context, and conclude from the whole picture whether there is a possible threat. All threats should be carefully evaluated.

Low Risk

Lacks Realism: A threat that poses a minimum risk to the victim and public safety. Probable motive is to cause disruption.

- Threat is vague and indirect
- Information contained within the threat is inconsistent, implausible, or lacks detail
- Caller is definitely known and has called numerous times
- The threat was discovered instead of delivered (e.g., a threat written on a wall)

Medium Risk

Increased Level of Realism: Threat that could be carried out, although it may not appear entirely realistic.

- Threat is direct and feasible
- Wording in the threat suggest the perpetrator has given some thought on how the act will be carried out
- May include indications of a possible place and time
- No strong indication the perpetrator has taken preparatory steps, although there may be some indirect reference pointing to that possibility
- Indication the perpetrator has details regarding the availability of components needed to construct a bomb
- Increased specificity to the threat (e.g. "**I'm serious!**" or "**I really mean this!**")

High Risk

Specific and Realistic: Threat appears to pose an immediate and serious danger to the safety of others.

- Threat is direct, specific, and realistic; may include names of possible victims, specific time, location of device
- Perpetrator provides his/her identity
- Threat suggests concrete steps have been taken toward carrying out the threat
- Perpetrator makes statements indicating they have practiced with a weapon or have had the intended victim(s) under surveillance

Staff Response

Site Decision Maker(s)

- Immediately contact local law enforcement if not done
- Mobilize the building emergency response team(s)
- Communicate with personnel about bomb threat condition
- Limit access to building
- Evaluate authenticity of threat
- Decide on appropriate action or combination of actions:
    - Lockdown: partial or full
    - Search: partial or full
    - Evacuation: partial or full

If Search is Initiated

- Assemble and deploy search teams
- Search the entire building and grounds
- Account for all personnel
- General Search guidelines include:
    - Start on the outside of the building and work inward
    - When inside, start at the bottom and work upward
    - Search personnel should always work towards one another
    - Listen for background noises
    - Clear evacuation routes and assembly areas
    - If suspicious item is located leave indicators for emergency services

Personnel

- If search is initiated by Site Decision Maker(s), make a quick and complete visual scan of the workplace and any other common areas assigned
    - Divide room into various search levels
    - First sweep all objects resting on the floor or built into walls, up to your waist
    - Scan the room from waste– to chin-height
    - Scan room from top of head to the ceiling, including air ducts, window tops and light fixtures
- If anything unusual is noticed, move people away from the potential hazard and immediately report the location of the object to the Site Decision Maker(s)

Use of radio communications is NOT recommended unless the area has been cleared

Suspicious Item

A suspicious item is defined as any item (e.g., package, vehicle) identified as potentially containing explosives, an IED, or other hazardous material that requires bomb technician diagnostic skills and specialized equipment for further evaluate. Suspicious indicators are based upon the prevailing and/or communicated threat, placement and proximity of the item to people and valuable assets, and more tangible aspects to include, but not limited to; unexplainable wires or electronics, other visible bomb-like components, unusual sounds, vapors, mists, or odors.

If Suspicious Item is Found

- **DO NOT** touch, tamper with, or move the item
- Immediately report item to Site Decision Maker(s) and local law enforcement/first responders
- Site Decision Maker(s) must:
    - Ensure area is secured & cleared of personnel
    - Notify Search Teams
    - Ensure emergency responders are briefed
    - Evacuation & Search teams should remain available to assist and inform evacuees, media, staff, and others

NOTE: the discovery of one device should not automatically mean the conclusion of a search; More devices may be present!

The Site Decision Maker(s) must take this into consideration during the planning and execution stages of the facility's Bomb Threat Response Plan.

Lockdown/Evacuation

Considerations

- Threat Assessment—is the threat credible?
- Search results—were any suspicious items located?
- What type of response is warranted considering totality of the circumstances?
    - Partial or full lockdown?
    - Partial or full evacuation?
    - No action?

If Evacuation is Initiated

- Select evacuation routes and assembly areas that are not in the vicinity of the suspicious item; ensure these routes have been searched and cleared
- Notify police/fire/EMS of evacuation and request assistance
- Account for all personnel
- Evacuation Team confirms the building is empty
- Bring Emergency Kit and Building Trauma Kits, if available
- Advise all evacuees to remove all personal items (i.e. purses, backpacks)

Continuing Actions After Evacuation

- Debrief emergency services and assist in coordinating further actions
- Take accountability and report
- Open media, medical and family areas—brief regularly
- As appropriate, determine reoccupy or dismiss action
    - Reoccupy when cleared and deemed appropriate
    - Dismiss in consultation with site administration
    - Notify all personnel of decision and ensure accountability
- Site Decision Maker(s) remain(s) on-scene until situation is resolved or until relieved by another administrator

A Final Note

- Every bomb threat is unique and should be handled in accordance with the needs of the facility. Prior to any threat, Site Decision Maker(s) and administrators should utilize this and other existing federal guidance to work with their local first responders to establish a Bomb Threat Response plan that addresses each risk level appropriately and is optimal for their building(s) and personnel.

2013

Bomb Threat Guidance

These guidelines are designed to help Site Decision Makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with first responders and other stakeholders.

This product was jointly developed by the FBI and DHS Office for Bombing Prevention and reviewed by the National Explosives Task Force (NETF)

For more information contact the DHS Office for Bombing Prevention at OBP@dhs.gov

Homeland Security

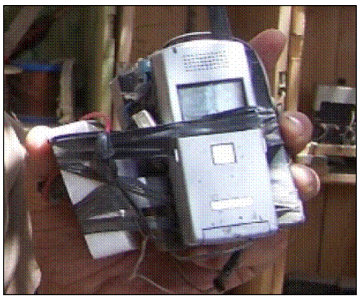
OFFICE OF INFRASTRUCTURE PROTECTION | OFFICE FOR BOMBING PREVENTION

Vehicle Borne IED Identification Guide: Parked Vehicles

Potential Indicators:

- Heavy, sagging vehicle (rear-weighted)
- Illegally parked or near authorized vehicle entrances or crowded access points
- Covered or tinted windows
- Large containers on seats or cargo area: bags, boxes, barrels, tanks
- License plates removed or altered
- Odor of gasoline, propane, acids, or chemicals
- Visible wires, switches, batteries, or antennae inside or on vehicle
- Cargo concealed with tarp or blanket



IF OBSERVED, CALL DISPATCH OR COMMUNICATIONS CENTER

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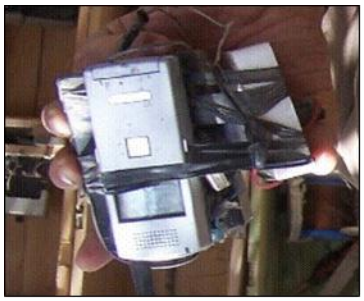


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OFFICE OF INFRASTRUCTURE PROTECTION | OFFICE FOR BOMBING PREVENTION

Vehicle Borne IED Identification Guide: Parked Vehicles

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Improvised Explosive Device (IED) Types by Function

IEDs can be characterized primarily by the following functions: delivery mechanism and trigger mechanism.

Delivery Mechanism

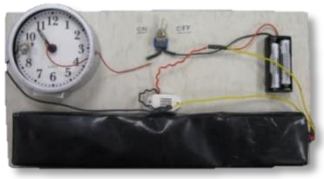



Photos: DHS/OBP Picture Library

Delivery mechanisms include: vehicle-borne, person-borne/human-borne, placed, and projected (or thrown).

- **Vehicle-borne:** delivered by any vehicle (e.g. passenger vehicle, motorcycle, moped, bicycle, truck, boat, aircraft, etc.). The vehicle also serves as concealment.
- **Person-borne/human-borne:** delivered by a person using belts, backpacks, or even internally placed devices. The operator plans to kills himself/herself as part of the attack.
- **Placed:** put in place by an individual. This method allows the operator to retreat to a safe distance.
- **Projected:** thrown or projected using a device of some kind. This method also allows the operator to maintain a safe distance.

Trigger Mechanism



Photos: DHS/OBP Picture Library

There are three primary trigger mechanisms: time, victim-operated, and command-initiated.

- **Time-detonated mechanisms** can use an electronic device, a mechanical device (such as a clock), chemicals, or fuses to create a delay.
- **Victim-operated mechanisms** are triggered by action (such as picking something up), pressure, or movement by the victim.
- **Command-initiated mechanisms** can be hard-wired or radio-controlled using an apparatus that emits a frequency or a signal of some kind. Examples include cell phones, radios, doorbells, keyless entry systems, pagers, and car alarms.

References:

- Weapons Technical Intelligence (WTI) Improvised Explosive Device (IED Lexicon 3d Edition July 2010 (For Official Use Only)
- Indicators and Warnings on Homemade Explosives, Technical Support Working Group, Training Technology Development Subgroup First Edition, December 2007 (For Official Use Only)

Homeland Security

Improvised Explosive Device (IED)

There are four required components of an improvised explosive device: a power source, an initiator, an explosive (main charge), and a switch. These components can be remembered with the acronym, "PIES." If any one of these components is missing the device will not function.

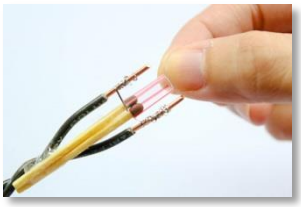
Power Source

Photos: DHS/OBP Picture Library

A **power source** is a device that either stores or releases electrical, mechanical or chemical energy to initiate an IED.

Not all IEDs require batteries. IEDs just need some energy input to get the process started and that energy can take many forms. Physical, thermal, and mechanical energy are also power sources. For example, a spring under tension produces mechanical energy.

Initiator

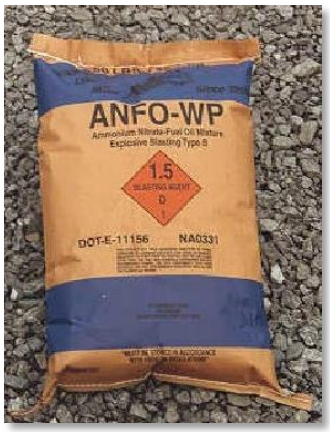


Photos: DHS/OBP Picture Library

An **initiator** is the first explosive in the explosive train of an IED. Once a source of energy is put into the system an initiator is required to start the actual explosive event. An initiator usually uses a small quantity of sensitive explosives. It provides a strong but small explosion to set off the larger quantity of explosives identified as the "main charge." It is the energy release associated with the main charge and not the initiator that causes most of the damage from an IED.

Military and commercial initiators are widely available and include a variety of mechanical or electrical devices.

Explosive/Main Charge



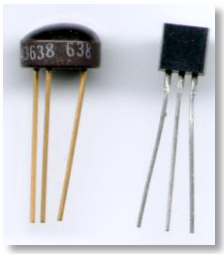
Photos: DHS/OBP Picture Library

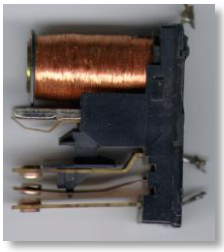
The **main charge** consists of some sort of filler made up either of explosive or combustible material. The term **explosive** is used in this course to denote the main charge.

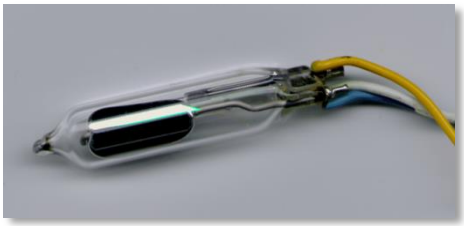
Main charges can be characterized either as manufactured explosives, which include commercially available and military explosives, or homemade explosives (HME). Commercial and military explosives are regulated and controlled, and more difficult to obtain. Their chemical properties are standardized, therefore their explosive properties are known.

Homemade explosives (HME) are created using a combination of commercially available ingredients. Because the ingredients can be acquired more readily, HME are the preferred option for terrorists. Because they are manufactured under less controlled conditions, and often use adulterated or less pure ingredients, HME are less predictable and often unstable.

Switch

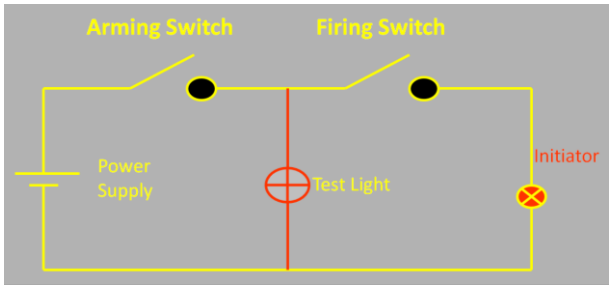






Photos: DHS/OBP Picture Library

Switches are used for the arming and firing sequences of the IED. They enable the process that allows the energy from the power source to be applied to the initiator; essentially what causes the IED to function.
To create safeguards for the bomber, multiple switches can act as either arming or firing circuits in the IED.



This is just a very small sample of the many types of switches that could be used in an IED.

BACKGROUND: During the course of a bombing incident, events unfold at an alarming rate. When that occurs, exchange of information is often transmitted quickly using terms which are in the form of acronyms or unique terms relevant to the Bomb Squad community. Like many specific disciplines or skill sets, the Bomb Squad community has its own jargon and often is conveyed in the form of acronyms relevant to the Bomb Disposal field. The following lists of terms and acronyms are provided to assist the participants in maneuvering through the training program.

Best Practice: A best practice evaluates what already exists, what lessons have been learned, and what should be changed or avoided to make it possible to achieve defined goals. Sometimes best practices may be copied from other successful events.

Command Post (CP): The center and focal point of an incident where primary decisions are made for the overall success of an incident. In matters pertaining to bombing incidents; typically the bomb squad will advise in determining the location of the CP.

Down Range: The site of the incident where an explosive device is located,

Evacuation Distance(s): The optimum safe distance from an IED or detonation. In many cases, depending on the environment and situation, the optimum distance cannot be obtained or will vary depending on the type of device and the amount of explosives involved. Using the Job Aid provided in this program, evacuation distances are listed and should be adhered to when possible.

Fragmentation (Frag): Fragments of an IED container or materials (e.g. ball bearings, nails, nuts/bolts, etc.) inserted into a device used to increase lethality. Fragmentation travels at a high rate of speed and will disperse in a 360 degree pattern. There are typically two types of fragmentation:

> ***Primary Fragmentation***: These are pieces of the container, or a material added to the container to increase lethality; traveling at 1000s of feet per second. Primary fragmentation is typically the primary source of fatalities or causalities.
>
> ***Secondary Fragmentation***: These are pieces of materials in the surrounding area that are picked up by the blast wave and pushed out in the direction of the blast wave (e.g. shattered windows, rocks, trees, garbage cans etc.). These pieces move at a speed of 100s of feet per second and can also cause causalities or fatalities.

Going up/down on a device: The act of the bomb technician accessing the immediate area the device is located.

Homemade Explosives (HME): Explosives that are made or manufactured from common household chemicals or other commercially available, over-the-counter precursor materials.

Improvised Explosive Device (IED): A device placed or fabricated in an improvised manner incorporating destructive, lethal, noxious, pyrotechnic, or incendiary chemicals and designed to destroy, incapacitate, harass, or distract.

Kill Zone/Danger Zone: This is typically the area surrounding the device which falls within blast zone where increased PSI or over-pressure is likely to result in a fatality to a human being.

Over-Pressure: The pressure caused by a shock wave over and above normal atmospheric pressure during an explosion.

P-1 or P II: Refers to Position 1 or Position II, this is a process for identifying the responsibilities of bomb squad team members, typically P-1 serves as the primary individual to conduct an RSP. The P-II typically is denoted as the team member who has the responsibility to support the primary's efforts to mitigate the situation.

Render Safe Procedure (RSP): The process used for mitigation or neutralization procedure(s) implemented by a Bomb Squad/Bomb Technician in order to alleviate the threat of the device. Caution should be exercised when an RSP is employed due to the potential for a high order detonation, as there are no assurances the procedure will be successful.

Time on Target: The time when an individual is exposed to a known or suspect Improvised Explosive Device. This may also include periods when a suspect device is being investigated, or during periods when a responder may be required to take necessary actions. Violating "Time on Target" should be held to minimum and done only when required. When the rule of "Time on Target" must be violated, the individual should be employing procedures on the device or obtaining vital information that would help facilitate the response and mitigation of the incident.