

## **BOMB THREATS**

STANDARD NO(S):

NYSSA

DATE:

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REFER TO:

Roger O. Ward

### I. OBJECTIVE:

To establish procedures concerning bomb threats against the facility.

### II. POLICY:

It is the policy of the Seneca County Correctional Facility to ensure the safety and security of all staff and inmates within the facility should any staff member receive a bomb threat against the facility.

### III. DETAILS:

#### **A.** Staff receiving a threat by phone will:

1. Attempt to keep the caller on the phone as long as possible to obtain as much information as possible.
2. Ask the caller to repeat the message, and make a written record of every word spoken by them.
3. Make every attempt to solicit the location of the explosive device and the time of the detonation.
4. Inform the caller that the building is occupied and the detonation of a bomb could result in the death or serious injury of many people.
5. Listen closely for speech impediments, accents, or other sounds, which may be helpful in identifying the caller.
6. Remain calm and ascertain as much information as possible, it is most likely the only contact you will have with the subject.
7. Notify the Shift Supervisor as soon as possible.

#### **B.** Staff receiving a threat by mail will:

1. Immediately put the letter or package down. Do Not touch or allow others to further touch the letter or package. Always attempt to preserve fingerprints.
2. Preserve the scene as outlined in the policy "Facility Criminal Investigations".

3. Notify the Shift Supervisor as soon as possible.

**C.** The Shift Supervisor will:

1. Immediately alert all areas of a **Code X** and have them standby for further instructions.
2. Evaluate the threat and if credible, activate the Corrections Emergency Response Team.
3. Begin the evacuation of affected areas as outlined in the policy entitled "Evacuation Plan" as necessary.
4. Make notifications as outlined in the policy entitled "Administrative Notification".
5. Relinquish command of the security operation to the CERT Commander.
6. Direct Central Control to notify E911 of the emergency. Advise E911 to dispatch EMS personnel, fire personnel, and the bomb disposal unit as necessary.
7. Ensure the safety and security of evacuated visitors, staff, and inmates at all times.
8. Provide all necessary assistance and support to the above agencies.
9. At the conclusion of such threat, debrief all staff, review reports and assist with any criminal investigation of the incident.

**D.** Searches:

1. CERT will conduct a detailed search pursuant to CERT specialized training.
2. All officers must understand that they will only perform search techniques. No officer will attempt to neutralize, remove or make any contact with a suspicious object or device.
3. If a suspicious object or device is found; its location will be reported immediately to the CERT Commander who will advise the Shift Supervisor.
4. Civilians, inmates and staff will be moved at least 300 feet away from any suspicious object or device.
5. When the scene is deemed safe, procedures for crime scene preservation as outlined in "Facility Criminal Investigations" will be followed.
6. When arriving on scene of a suspicious object or package, do not rush to the area. It may be a "set up" device intended to detonate an explosive hidden elsewhere in the area.
7. Do not arbitrarily move, jar or shake any suspicious object or package.
8. Do not attempt to open any suspicious object or package.
9. Do not attempt to cut any strings or wires, or unscrew or lift any covers or caps on any suspicious object or package.
10. Do not smoke near any suspicious object or package.

11. When conducting a search inside the facility, particular attention will be given to such areas as rest rooms, access doors, mechanical rooms, storage rooms, visitation areas, bail release lobby and main lobby.
12. When conducting a search outside of the facility, particular attention will be given to areas, such as walls, windows, ventilation areas, mechanical rooms, sallyport doors, roof top stairwell areas, loading dock area, generator area and yard areas.
13. Two officers will handle searches as a team to minimize the chances of overlooking any suspect devices or evidence.
14. The Shift Supervisor will provide the search teams with any and all available information.
15. Searches will be conducted from the outside of the facility to the inside, and once inside, from top to bottom.
16. When appropriate, mirrors and flashlights will be used in conducting a facility area search.
17. If a suspicious object/device is found, notify the Shift Supervisor of proper code as outlined in the policy entitled "Radio Protocol", giving the location, physical description and any other relevant information.

**E. Command Center:**

1. The establishment of a command center will be at the discretion of the Shift Supervisor. When a command center is authorized it will be located at the Booking Desk to allow for telephone communication outside of the facility, and radio capabilities for communicating within the facility.