

	<b>CLEARFIELD COUNTY EMERGENCY MANAGEMENT / 9-1-1</b> Standard Operating Procedures	Initial:
	SOP #: Police 5 14	Revised: 10-2005
	Subject: Bomb Threats	

## BOMB THREATS

- A. Dispatchers will encounter two situations involving bomb threats, each of which requires different processing procedures. First, the dispatchers receive calls from a person at a business or residence reporting that they have received a bomb threat call. Second, the dispatchers receive bomb threat calls at the dispatch center. In either instance the following should be considered.
- B. The dispatchers will obtain as much information as possible. Information that is to be obtained is as follows:
  - Location of the threat.
  - Time of reported explosion.
  - Who spoke to the person making the threat?
  - Is the building being evacuated?
  - Who will the officer contact once on scene?
  - Recommend that someone who is familiar with the building be available to the officer once on scene.
  - The dispatcher will not recommend that the building be evacuated; this will be at the discretion of the person in charge at the business.
  - Individuals at the scene will be advised not to use portable radio and cellular telephone equipment.
- C. The appropriate police department will be dispatched. The dispatch of further emergency service responders will be done at the request of the police department.
- D. Notify on-call management (Department of Emergency Management / 911).
- E. While dispatch is proceeding, the call taker will attempt to keep the caller on the phone as long as possible especially if the threat is received at the dispatch center. Any background noise must be noted to possibly help provide clues as to the caller's identity and location. The dispatchers will run any license information that was obtained from the caller and relay it to responding police officers (with the exception of PSP).
- F. Dispatchers will not ridicule or aggravate the caller, as there is always a possibility that they may carry out the threat. (These people tend to be mentally unstable.)
- G. As soon as possible any BOLO or ATL information will be dispatched by radio.
- H. When there are multiple calls on the same incident where a bomb threat has been reported, the dispatchers are to obtain the name, telephone number and address of **all callers**. Information on **all** people who call in is of extreme importance regarding this type of incident and may be critical in obtaining information that is needed to aid in the officer's ongoing investigation and court case.