

GENERAL ORDER, OPERATIONS, NUMBER 23
APRIL 3, 2001
WATERLOO POLICE DEPARTMENT

A. SUBJECT:

Bomb and Hazardous Device Incidents

B. PURPOSE:

To establish a standard and effective procedure for the initial Department response, area search and activation of trained bomb and hazardous device employees during reported bomb threat and hazardous device incidents.

C. POLICY:

It is the policy of this Department to resolve all bomb threat and hazardous device incidents in as timely, safe and orderly manner as possible.

1. General Safety

a. Bomb Squad Operations Considerations – by Priority

1. Public Safety
2. Safety of the officers on the scene (including the bomb technician)
3. Protection and preservation of public and private property
4. Collection and preservation of evidence

D. PROCEDURES:

1. Priorities

Reasonable efforts will be implemented to satisfy the following priorities when they exist in the management of a bomb threat or hazardous device incident.

- a. Search
- b. Evacuation
- c. Isolation
- d. Containment

- e. Render safe procedure
- f. Transportation
- g. Destruction of device

2. Definitions

- a. Bomb Threat: A message delivered by any means warning or claiming the presence of one or more bombs or hazardous devices at a specific location or locations.
- b. Bomb Incident: Any occurrence involving a bomb threat, the reported location of a bomb or hazardous device or the detonation/ignition of a bomb or hazardous device.
- c. Improvised Explosive Devices (I.E.D.): A device capable of producing damage to material and injury or death to people when detonated or ignited. Bombs are classified as explosive or incendiary.
- d. Hazardous Device: Any device or item capable of causing injury or death to people and damage to property through explosion, fire or a combination of both. This would include, but is not limited to explosive bombs, incendiary bombs and chemicals that have become unstable due to time or special conditions that may exist.
- e. Bomb Unit: Employees of the Waterloo Police Department who have received special training in the handling of bombs and hazardous devices.

3. Initial Responding Officer(s)

- a. Enroute to the scene DO NOT use radio communications in the vicinity of the reported bomb threat or suspected explosive device.
- b. Upon arrival, obtain all available information from the reporting party(ies) and witnesses.
- c. If a search is necessary, direct persons familiar with the areas to conduct the search.
- d. If a suspected explosive device is located:
 - 1. Immediately advise the Communications Center. DO NOT use radio communications.
 - 2. Request a patrol supervisor at the scene.

3. Secure and evacuate the affected area.
- e. Evacuation policy
 1. If a threat only exists, it is the responsibility of affected business management personnel to determine if evacuation at that point is necessary or advisable.
 2. If a suspected explosive device has been found, it is the responsibility of the Department to order evacuation and secure the affected area.
4. Patrol Supervisor
 - a. Assume overall command of operations at the scene.
 - b. Obtain all available information from the responding officers, evaluate and determine if a suspected explosive device does exist at the scene.
 - c. Establish a Command Post a safe distance away from the location of the suspected explosive device and ensure that the affected area is evacuated and secured.
 - d. Telephone the Watch Commander and request the following:
 1. In the event of a suspected explosive device only, request that Bomb Unit be notified and sent to the scene.
 2. In the event that a high risk incident as described in General Order, Operations, 18 D. Procedures, 2, exists in conjunction with the bomb threat or suspected explosive device, request that Bomb Unit personnel and the Tactical Unit Commander, or designee, be notified (i.e., hostage situation, barricaded person, etc.).
 - e. In the event that a high-risk incident exists as described in D.2 above, relinquish responsibility to the Tactical Unit Command/Supervisor upon their arrival.
 - f. Assure that all witnesses or parties that may have pertinent information are interviewed or available for interview at an appropriate time.
5. Watch Commander
 - a. Approve or disapprove the patrol supervisor's request for Bomb Squad and Tactical Unit personnel when applicable.

1. Notify the requested personnel.
 2. Direct additional personnel to the incident Command Post as needed.
 3. Monitor the incident and perform other duties and notifications as requested by on scene supervisor.
6. Bomb Unit Employees
- a. Respond to the scene with necessary equipment and report to the assigned patrol supervisor or, in the event that a high-risk incident also exists, to the Tactical Unit Commander.
 - b. Duties and Responsibilities
 1. Render safe and/or remove suspected improvised explosive devices, incendiary devices, explosives, explosive chemicals (as currently defined by the Bureau of Alcohol, Tobacco and Firearms) pyrotechnics and ammunition.
 2. Provide for legal, proper and safe transportation, disposal and/or storage of explosives and other items referred to above.
 3. Conduct post bomb crime scene investigation.
 - a. Check for secondary devices
 - b. Check for residual/unconsumed explosives
 - c. Investigate (or)
 - d. Assist in the investigation (or)
 - e. Turn over to authorized crime lab
 4. Collect and preserve evidence
 5. Prepare and provide court room testimony
 6. Store, maintain and inventory bomb squad equipment
 7. Provide technical support to special operations, i.e. Marijuana fields, Drug Labs, Arson/Suspicious Fires, Explosives Permit and Storage Inspections, Tactical Unit Support, Arson/Fire as well as special Searches/Canines.
 8. Provide dignitary protection
 9. Prepare and participate in explosive related training programs
 10. Maintain and be familiar with a technical library of FBI Bomb Data Center publications and other explosive related materials
 11. Maintain professional liaison with local and state bomb squads, military Explosive Ordnance Disposal (EOD) units, Federal agencies and professional associations
 12. Compile and report technical data on explosive devices and incidents

13. Develop agency emergency response plans for a bomb threat, actual device and/or crime scenes
14. Develop and promulgate bomb threat awareness and safety programs for public and private organizations
15. Fireworks disposal.

7. Disposal Responsibilities

a. Military ordnance

1. To be disposed of by military explosive ordnance personnel whenever possible.

b. Other suspected explosive devices

1. Whenever possible, two Bomb Unit personnel will be present during disposal procedures.
2. Necessary support personnel will be present during disposal procedures (i.e., Fire Department, ambulance, etc.).
3. Disposal process will be conducted in a predetermined SAFE area and in accordance with all State and Federal Regulations.

BY ORDER OF:

Thomas J. Jennings
Chief of Police