



California State University, Los Angeles
Department of Public Safety

NUMBER:	IV-13	APPROVED: _____ Gregory D. King, Chief of Police
EFFECTIVE:	May 1, 2007	
SUPERSEDES:	1/28/2004	Reviewed/Revised: <u>May 1, 2010</u>
SUBJECT:	Bomb Threats	

I. PURPOSE:

To provide a procedure to be followed in the event a bomb threat is made to the University and for coordination of internal and external departments and agencies for such an incident.

II. POLICY:

It shall be the policy of this Department to consider all bomb threats received to be legitimate and to handle all such calls in a manner to insure the safety of any individuals in the effected area.

III. DEFINITIONS:

- A. Crime Scene. The location where a crime occurred or where the indication of the crime exists.
- B. Emergency Situation. An actual or potential condition that poses an immediate threat to life or property. In the extent of mutual aid, it means a situation that exceeds the capability of a local agency to counteract successfully.
- C. Mutual Aid. An exchange of services, personnel, and/or equipment between law enforcement agencies in times of emergency.
- D. Provider Agency. An agency that provides service, equipment, or supplies to another agency.

IV. PROCEDURES:

- A. The Police Department is the investigating agency for all threats made against the University or against individuals on campus.
- B. Role of personnel in attaining information.
 - 1. The telephone is the most often used means in which bomb threats are received. The person receiving the call can provide officers with critical information upon which to base actions, evaluate the situation, and investigate the level of threat.
 - 2. Personnel receiving a bomb threat should remain calm and ascertain as much information as possible.

3. Front counter and Police Dispatch personnel.

- a. Front counter employees will attempt to refer the caller to the Police Dispatcher. If unable to transfer the call, the front counter employee will gain as much information as possible utilizing the four basic questions listed in the following section. At the conclusion of the call the dispatcher shall be advised immediately of the situation.
- b. The receiving employee (front counter or dispatch) will ask the caller:
 - Where is the bomb?
 - When is the bomb set to explode?
 - What does the bomb look like?
 - Why was the bomb placed?
- c. Any employee receiving a bomb threat will utilize the “Bomb Threat Call Checklist” to gather comprehensive information.
- d. The Watch Commander will be notified immediately after receiving the call in person or by cellular phone. They will not be notified by radio transmission.
- e. The dispatcher will make an immediate entry into ARMS, including all facts known and the telephone number it was received on. If another campus department received the threat, all information possible will be obtained.
- f. If the threat was received on a recorded telephone line, the dispatcher will not this fact in the ARMS entry and ensure the tape is marked and held as evidence.

C. Police Department response to bomb threat.

1. The watch commander will complete the following actions as necessary upon notification of a bomb threat made against the University.
 - a. Review and evaluate the threat information received.
 - b. Alert patrol officers of the bomb threat and assign a unit to interview the informant or receiving employee, if necessary.
 - c. Reevaluate information obtained and determine if preliminary search of the area is required or if circumstances of the incident warrant possible evacuation.
2. The University Police will:
 - a. Maintain a low profile and demeanor so as not to unnecessarily alert the public.
 - b. Limit radio traffic during any search conducted to emergency only – NO radio traffic if any thing suspicious is located.

- c. If a suspicious object is located, it shall not be touched or disturbed under any circumstances. The watch commander shall be notified immediately in this circumstance.
3. Based on information developed, the watch commander after consultation with the Chief or a Command Officer will recommend either a termination of the event or the upgrading of the Police Department response. The upgraded response can include:
 - a. Request for additional resources and personnel to conduct a general search; and/or
 - b. Evacuation of the area, or floor, or the entire building.
4. If an upgraded response is required:
 - a. The Chief or a Command Officer will advise the President or his alternate and consult with the senior University administrator.
 - b. If a determination is made to evacuate, the watch commander will implement the evacuation order.
 - c. The watch commander may, at his/her sole discretion, order evacuation whenever he/she deems it necessary for the public safety.
 - d. Such actions shall be transmitted to the Chief of Police as soon as possible and prior to such action, if possible.
5. Upon implementing an evacuation order, the following steps will be taken:
 - a. A command post shall be immediately established.
 - b. The watch commander will assign an officer in charge of the command post and make all assignments for searching and crowd control.
 - c. The watch commander will advise the dispatcher of the resources needed, including:
 - Parking personnel;
 - The Los Angeles Police Department;
 - The Los Angeles Fire Department; and/or
 - Staff personnel of the University;
6. The watch commander may have the dispatcher advise the following agencies of the circumstances of the incident:
 - a. Los Angeles Police Department;
 - b. Los Angeles Fire Department;
 - c. CSLA Public Affairs;
 - d. Student Health Center; and/or
 - e. Facilities.

7. Notification of occupant(s) of the area or building will be accomplished by:
 - a. Personal notification by Police Officer(s);
 - b. By telephone via the Public Safety Dispatcher; and/or
 - c. By utilizing the fire alarm evacuation system, if absolute immediate evacuation is determined necessary.
8. The watch commander will confirm the evacuation of the building.
9. The officer in charge/watch commander will:
 - a. Establish a perimeter around the incident area or building;
 - b. Establish search teams utilizing officers and volunteer employees; and
 - c. Assign search areas utilizing an organized pattern.
10. The Los Angeles Police Department Bomb Squad shall be notified of any device located. All radio operations will be terminated upon location of a device
11. Upon completion of the incident and determination the building is safe to reoccupy, the watch commander will advise the officer in charge of the command post to secure all posts. The officer in charge of the command post will request all post units make an announcement that the incident has ended and the building is open to public use.
12. The assigned patrol officer will complete a crime report and the watch commander will complete a supervisory critique which shall include level of personnel deployment, notifications made, search conducted, and evacuation and incidents requiring supervisory or administrative action. The supervisor's critique will be forwarded to the Operations Lieutenant as soon as possible.
13. In the event that a bomb threat is received by mail at any location on campus, the following procedures will be followed:
 - a. The watch commander will be notified and will respond as outlined previously.
 - b. The written threat or voice tape will be confiscated and treated as evidence with limited exposure to other personnel.
 - c. A complete written report and subsequent investigation will be conducted.

D. "Bomb Threat Response and Watch Commanders Checklist."

1. Notify the Operations Lieutenant, or the on-duty Command Officer, of the bomb threat and confer with him/her in outlining the course of action.
2. Have the dispatcher notify LAPD and LAFD and advise the agencies of the bomb threat.
3. Respond to the location with field personnel. Request additional personnel as needed.
4. Brief officers and assign search areas beginning with an exterior check of the building(s). Interior searches begin at the bottom level and ascend from that point.
5. Contact the building coordinator. Building personnel should assist in the search as their knowledge of the facility will enhance the searchers ability to detect unusual items.
6. Have personnel limit all radio traffic during the building search.
7. Advise officers to maintain a low profile demeanor, as it can be potentially dangerous to unnecessarily alarm the public.
8. Ensure that officers are aware that explosive devices can resemble any commonplace item and can detonated by any means.
9. A suspicious item should not be touched, examined or disturbed under any circumstances.
10. If an object is located, officers are to maintain radio silence and notify the watch commander so that evacuation and notification procedures may be implemented.
11. The decision to evacuate a facility should be made by the watch commander in consultation with appropriate administrators.
12. A general activation of a fire alarm will serve as a signal for the evacuation.
13. Direct Public Safety personnel to assist the public in evacuation. Special attention should be given to handicapped persons.
14. Due to the proximity of the affected area, more than one building may have to be evacuated.
15. After a building has been evacuated, assign officers to crowd control, traffic direction, and perimeter control.

16. Assume any suspicious object may be an explosive and notify LAPD Bomb Squad.
17. Notify Facilities Operation and request their assistance with additional personnel and barricade placement.
18. Assign an officer to complete a report, whether a device was found or not.

V. APPENDICES:

1. Officer Bomb Threat Response Checklist.
2. Bomb Threat Checklist [person receiving the call/information].



**California State University, Los Angeles
University Police**

Officer Bomb Threat Response Checklist

OFFICERS WILL TURN OFF RADIO EQUIPMENT PRIOR TO ARRIVAL

The first officer arriving on-scene of a bomb threat, will be required to perform certain duties, and these duties may occur simultaneously. The below checklist is not all inclusive; however, provides the officer with a starting point until sufficient Department and support staff arrives on-scene:

- ☐ Contact reporting party (if possible) to ascertain any additional information.
- ☐ Locate device if possible.
- ☐ Contain area.
- ☐ Establish command post (if required), and determine its location.
- ☐ Consider evacuations and locations for musters.
- ☐ Determine additional resources needed. (LAPD, other police agencies, medical, fire, facilities, etc).
- ☐ Determine if bomb squad is required.
- ☐ Notifications made to appropriate University/Department members.
 - ☐ On-duty Watch Commander
 - ☐ Investigative personnel
 - ☐ On-duty Lieutenant
 - ☐ Chief of Police
 - ☐ University President
 - ☐ Public Affairs
 - ☐ Facilities Department
 - ☐ Other Departments/Members as deemed appropriate
- ☐ Attempt to locate witnesses.
- ☐ Develop contingency plan if a bomb should explode.
- ☐ Seizure of evidence for the crime being investigated by qualified personnel only.
- ☐ Consider the use of Parking and Eagle Patrol personnel for perimeter security.
- ☐ Establish clearly how and by whom the threat will be evaluated.
- ☐ If no device is located, determine search teams and who will conduct searches.
- ☐ Begin a crime scene log.
- ☐ Complete written documentation of all circumstances of incident.

The initial responding officer will be the officer in charge of the incident until relieved by proper authority.



Bomb Threat Checklist ☒

CSLA University Police
Updated: April 2003

Date Call Received:	Time Call Received:	Location Call Received [i.e., front desk]:	
Call Received By:			Call Received on Extension Phone [provide number]:
1. Provide EXACT Language of Threat [use quotes as appropriate]:			
<hr/> <hr/> <hr/> <hr/>			
2. Ask these QUESTIONS:			
A. WHEN is it set for?			
B. WHERE is it?			
C. WHAT kind of bomb is it?			
D. WHY are you doing this?			
E. WHO are you?			
3. Describe the Voice of the Caller:			Approximate Age of Caller:
<input type="checkbox"/> Man	<input type="checkbox"/> Angry	<input type="checkbox"/> Loud	<input type="checkbox"/> Crying
<input type="checkbox"/> Woman	<input type="checkbox"/> Calm	<input type="checkbox"/> Soft	<input type="checkbox"/> Laughing
<input type="checkbox"/> Child	<input type="checkbox"/> Excited	<input type="checkbox"/> Slow	<input type="checkbox"/> Slurred
			<input type="checkbox"/> Accent [check if yes & describe]:
			<input type="checkbox"/> Speech Impediment [check if yes & describe]:
4. Describe Background Noise:			
<input type="checkbox"/> Street	<input type="checkbox"/> Music	<input type="checkbox"/> Animal	<input type="checkbox"/> Static
<input type="checkbox"/> Voices	<input type="checkbox"/> Motors	<input type="checkbox"/> Clear	<input type="checkbox"/> Other:
Comments:			
<hr/> <hr/> <hr/>			
Signature of Person Completing Form:		Printed Name of Person Completing Form:	
<hr/>		<hr/>	

**Immediately report the bomb
threat to the watch commander
and the dispatcher.**