



**Maryland-National Capital Park Police
Prince George's County Division**



DIVISION DIRECTIVE

TITLE BOMB THREATS/EXPLOSIVE DEVICES		PROCEDURE NUMBER PG460.0	
SECTION Operational Procedures	DISTRIBUTION A	ISSUE DATE 09/01/19	REVIEW DATE 05/01/21
REPLACES PG460.0 "Bomb Threats/Explosive Devices," issued 05/01/14			
RELATED DIRECTIVES PG404.1, 404.2, 406.0	REFERENCES CALEA 46	AUTHORITY <i>S.R. Johnson</i> Chief Stanley R. Johnson	

I. PURPOSE

This directive establishes procedures and responsibilities for responding to threats or actual occurrences of the existence of bombs or any explosive device, including blasting caps, on Commission property.

II. RESPONSIBILITY

A. Communications

1. When information regarding an explosive device is received, Communications personnel will follow the guidelines listed in the Communications Standard Operating Procedures (SOP).
2. Notify the Bureau of Fire and Rescue Communications and the Fire Marshall of the threat. They will not respond to the scene, however, unless a suspect device is located or unless the police officer in charge determines a need for their presence.
3. Make notifications in accordance with Division Directive PG406.0 "Notifications."

B. Senior Ranking Officer on the Building Search Scene

BOMB THREATS/EXPLOSIVE DEVICES

PG460.0

The responsibility for initiating the search for explosive devices will rest with the senior ranking officer on the scene. The senior ranking officer will:

1. Assume command of police operations upon arrival at the scene.
2. Establish a location for the command post and scan prior to set -up. The command post will be located in view of the public entrance to the building and at least 300 yards (or as far as practical) from the building once an evacuation has been ordered or an explosive device is located. The senior ranking officer at the command post will have access to a mobile telephone and will ensure that all members of the search team know the number prior to initiating a search of the building scene.
3. Direct information gathering and investigation activities.
4. Interview the owner or person in charge of the premises to determine if evacuation is appropriate and attempt to gain access to a map or floor plan. Under normal circumstances, the decision to evacuate will be made by the official in charge of the building. However, when the official cannot be located, and the situation requires immediate action, the senior ranking officer may direct that the premises be evacuated. Additionally, where further information exists that would indicate the presence of an explosive device (i.e., confidential police information or corroborating information of the presence of an explosive device), the senior ranking officer may order an evacuation regardless of the decision of the official in charge of the building.
5. Once a decision to evacuate is made, conduct the evacuation in an orderly manner.
 - a. Evacuation area will be scanned before evacuation (time permitted).
 - b. Announcements **will not** include alarming words such as “bomb.”
 - c. Do not hold a “fire drill.”
 - d. Do not touch anything, including light switches, not absolutely necessary to egress the building.
 - e. Keep evacuees as far as possible, 300 yards is recommended, from the building.
 - f. Assign personnel to keep a perimeter, control traffic, and crowds.
6. Organize and direct search operations once the building has been evacuated.
 - a. The senior ranking officer will request the services of a canine unit, capable of locating explosives, if available. Upon arrival, the canine unit will lead the search team.

BOMB THREATS/EXPLOSIVE DEVICES
PG460.0

- b. The senior ranking officer will determine the method of conducting the search and brief all personnel as to the procedures to be used prior to the start of the search.
 - c. The search of the building should be done with someone most familiar with the structure and its operation. Such a person is more likely to notice a foreign item.
7. If an explosive device is located:
- a. Immediately notify Communications of device's location by means other than radio or cell phone (See Section C, Subsection 4, paragraph's f and g below)
 - b. Ensure that the building is completely evacuated (search team) and clear demarcation lines are established to keep civilians away from the area.
 - c. Ensure that all Division personnel and equipment are moved at least 300 yards, or as far as possible, from the building or area.
8. Relinquish command of the scene to the Prince George's County Fire Marshall upon his/her arrival. The senior ranking officer will assist the Fire Marshall by coordinating the police effort.
- C. All Officers at the Scene will:
- 1. Respond to all orders issued by the senior ranking officer. If the scene is turned over to the operation control of the Fire Marshall, he/she will be considered the senior ranking officer.
 - 2. Obtain a set of master keys from the person in charge of the building.
 - 3. Move evacuees at least 300 yards, or as far as practical, from the building or area.
 - 4. Assist in conducting the search.
 - a. **DO NOT MOVE, TAMPER WITH, OR ATTEMPT TO DISARM A SUSPECTED DEVICE.** Disposal of bombs and explosive devices will be directed by the Fire Marshall upon his/her arrival.
 - b. Search the outside of the building paying attention to shrubs, ledges or ornamental facings, piles of leaves or grass, vehicles parked next to the building, trash cans and outside storage rooms.
 - c. All members of the search team will synchronize their watches prior to beginning the search.
 - d. Search the interior of the building from the bottom to the

BOMB THREATS/EXPLOSIVE DEVICES

PG460.0

- top paying particular attention to restrooms, hallways, furnace rooms, storage areas, and elevator shafts.
- e. Cease all searching at least 20 minutes prior to and 20 minutes after the reported time for the detonation of the bomb/explosive device. The search, if not concluded, will be resumed at this time.
 - f. Portable radio equipment will not be utilized and will be turned off for communications by personnel assigned to the search. There will be no radio transmissions within 300 yards of the building/area being searched.
 - g. Cellular telephones may also cause bomb detonation. Therefore, communications will be by standard telephone only. The search team will select a telephone that has been examined and found free of explosives. All communications from the search team will be made using this telephone. If there is no telephone available in the building or area, one member of the search team will be designated to deliver information in person.
5. If an explosive device is located:
- a. **DO NOT MOVE, TAMPER WITH, OR ATTEMPT TO DISARM A SUSPECTED DEVICE.**
 - b. Note:
 - 1) The exact location.
 - 2) Description of the device.
 - 3) Any noise is emanating from the device.
 - 4) Consider the possibility of multiple devices.
 - c. Establish a safety zone around the device. This zone will identify the location of the device. If possible, take a picture or pictures of the device from a safe distance.
 - d. Cease any further movement and leave the building touching nothing. A bomb can be detonated by closing a door, turning on/off a light switch, and so on.
 - e. Leave the area and remain at least 300 yards from the building (if the device is indoors) or at least 300 yards from the device (if the device is outdoors).
 - f. Notify other searchers to evacuate the building/area.
 - g. Notify the senior ranking officer.

D. Investigations

- 1. The Investigative Operations Manager/Investigative Services Sergeant will be immediately notified of all reported bombs, bomb threats, and/or

BOMB THREATS/EXPLOSIVE DEVICES
PG460.0

explosive devices. In the event, a bomb is discovered or detonated the Investigative Services Sergeant will respond to the scene.

2. The Investigative Operations Manager/Investigative Services Sergeant will assign at least one Investigator to respond to the scene.
3. The assigned Investigator will assume responsibility for investigation of the incident. The Investigator will coordinate this Division's investigative efforts with the Prince George's County Fire Marshall, A.T.F., and other involved agencies.
4. The Investigative Operations Manager/Investigative Services Sergeant will have authority to call out other necessary Investigative personnel if needed.

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