

# Georgia Department of Public Safety

## Policy Manual

SUBJECT <b>BOMB THREATS/SUSPICIOUS PACKAGES</b>	POLICY NUMBER <b>16.03</b>
DISTRIBUTION <b>ALL EMPLOYEES</b>	DATE REVISED <b>8/14/2008</b>

### 16.03.1 Purpose

To provide guidelines for members of the Georgia Department of Public Safety in the event a bomb threat or a suspicious package is received or located at any Department facility.

### 16.03.2 Policy

It is the policy of the Georgia Department of Public Safety to maximize the safety and security of its employees and to minimize the disruption of the workplace in the event of a bomb threat or the discovery of a suspicious package. All threats shall be considered genuine until determined otherwise.

### 16.03.3 Procedures

#### A. Types of Threats

##### 1. Telephone Threats

Any member who receives a bomb or other dangerous package notification by telephone shall attempt to collect the following information:

- a. Caller ID Information
- b. Where is the bomb right now;
- c. What does the bomb look like;
- d. When is the bomb going to explode;
- e. What kind of bomb is it;
- f. What will cause the bomb to explode;
- g. Did you place the bomb;
- h. Why;
- i. What is your name;
- j. Caller's voice tone and any background noises, and

- k. The Bomb Threat Checklist shall be maintained in all facilities and be consulted when available to the member receiving the threat.

## 2. Written Threats

If a written threat is received at a Georgia Department of Public Safety facility, any written material, envelopes or containers shall be treated as physical evidence and shall not be subjected to any unnecessary handling.

## 3. Handling of Bomb/Suspicious Package

If a suspected bomb or suspicious package is delivered to or discovered within any Georgia Department of Public Safety facility, the package or envelope shall not be handled, opened or moved.

## 4. Evacuation

- a. The appropriate supervisor shall designate a location where members shall assemble in case of an evacuation. The possibility of a secondary device shall be considered when selecting a location.
- b. On the headquarters complex, if an evacuation occurs at a building adjacent to a DPS building, members may expect the occupants of that building to seek refuge if necessary.
- c. If individuals seek refuge in the DPS building, they shall enter and exit through Headquarters Security. All individuals shall be identified in the manner established by the Headquarters Security Director.

## B. Notification and Response Procedures

1. If a bomb threat is received or a suspicious package is located within the Headquarters complex, the member receiving the call/locating the suspicious package shall immediately notify the Office of the Commissioner of the Department of Public Safety at (404) 624-7710, and the Georgia Intelligence Sharing and Analysis Center.
2. The Commissioner of the Department of Public Safety or their designee shall instruct available sworn members to respond to the scene.
3. Upon notification of a bomb threat, the Communications Center shall transmit a notification to all members on the Troop C Frequency to immediately cease all radio transmissions and cellular telephone calls (10-3, 10-33, 10-89, Give Location).
4. If the threat is confirmed, the Commissioner of the Department of Public Safety or their designee shall order the building to be evacuated. This shall be accomplished by verbal command, public address announcement, and/or the building's fire alarm.
  - a. When the evacuation is ordered, an assembly point shall be designated at a safe location (the recommendation is a minimum distance of 1,000 feet from the building in order to minimize the danger to members.)

- b. Work unit supervisors or their designee shall be responsible for monitoring the presence of their staff and ensuring that all their members have evacuated the building.
  - c. Sworn members shall be responsible for the establishment of an outer perimeter in order to provide for the safety of members and to prevent unauthorized access to the building.
  - d. Upon evacuation to a secure area, the Communications Center personnel shall be responsible for contacting emergency medical personnel, the fire department, the GBI Bomb Disposal Unit and the utility companies that provide both natural gas and electrical power.
  - e. Upon evacuation to a secure area, the Public Information Office shall be responsible for the establishment of a media area outside the secured perimeter.
5. If it is determined that a search of the building is to be conducted, it shall be done under the supervision of the Commissioner of the Department of Public Safety or their designee and the GBI Bomb Disposal Unit shall be consulted.
- a. Work unit supervisors shall be responsible for coordinating a search of their respective work area. This is the best method for conducting a rapid search and is the most likely to identify any suspicious package.
  - b. Searches shall begin in areas having the greatest public access, which includes the lobby and public restrooms. Search efforts shall also be focused on the exterior of the building.
  - c. If a suspected device is located, it shall not be moved or handled in any manner. The GBI Bomb Disposal Unit shall be contacted and shall assume responsibility for the package.
  - d. The Bomb Disposal Unit supervisor, in consultation with the Commissioner of the Department of Public Safety or their designee, shall determine when the facility and grounds have been cleared and members are able to re-enter and resume normal operations.
  - e. The Post Communications Equipment Officer shall notify fire and emergency medical personnel as well as natural gas and electrical power providers to be on standby in the event of an explosion.
  - f. The Post NCO/Unit Supervisor shall handle media inquiries when practical.

C. Investigative Responsibilities

- 1. After the threat has been resolved, the GBI shall be contacted for consultation to determine if an investigation is warranted.
- 2. Regardless of the outcome the Division Director/Unit Supervisor shall complete an Incident Report and forward a copy through the chain of command to the respective Adjutant/Section Supervisor.
- 3. If the GBI deems necessary, the FBI shall be requested to assist in the investigation of the incident.

#### D. Suspicious Letters

1. If a suspicious letter is located, the member shall not handle it in any manner. If it is opened by mistake and contains a suspicious substance, the letter may be secured by gently laying it down, leaving the room, closing the door and shutting off the ventilation system if possible.
2. The member shall immediately wash their hands with soap and water.
3. The member shall then immediately notify their supervisor.
4. The supervisor upon notification of the suspicious letter shall determine from speaking to the member if the letter was opened/unopened, e.g. powder covered, substance stained or leaking.
5. After the pertinent information is obtained and the letter is determined to be a threat, evacuation protocol shall be considered and followed as stated above if determined necessary by the supervisor.
6. The supervisor shall notify the local Sworn members (if available), Public Health and Emergency Management Officials and request that they respond to the site.
7. The FBI shall then be contacted to provide further consultation and instructions for collecting and maintaining the proper chain of custody.
8. Competent, trained and properly equipped personnel should respond to the scene and conduct a hazard risk assessment, aid any member that has been exposed to the letter and properly prepare the letter for transport.
9. Sworn members shall confirm that the envelope has been triple bagged by HAZ-Mat personnel prior to their acceptance.
10. Sworn members upon acceptance of the bagged letter shall follow all chain of custody and evidence procedures. The sworn member shall then transport the evidence to the Georgia Public Health Lab in Atlanta for analysis.