



Bomb Incident Management Plan

I. INTRODUCTION

The Ridgely Police Department has the responsibility to respond to bombings and bomb threats within the Town of Ridgely. It is the goal of the Ridgely Police Department that we protect our citizens and emergency response personnel from injury. The Ridgely Police Department is tasked with assisting Fire Services in the management of bomb incidents with providing security, crowd and traffic control, assisting with building searches and evacuations, and the prosecution of persons responsible for such acts.

II. POLICY

It shall be the policy of the Ridgely Police Department to respond to bombings and bomb threats within the boundaries of the Town of Ridgely. Members of the Ridgely Police Department shall place a priority on prevention of injury or loss of life.

III. DEFINITIONS

1. Bomb Emergency: When a suspected device has been discovered but not detonated, OR, when there is a bomb explosion.
2. Bomb Technician: Personnel trained in the recovery of, and disposing of explosive devices. Only certified personnel will remove any suspected explosive device.
3. Bomb Threat: When an explosive device has been reported or is suspected to be at a given location.
4. Command Post: The fixed position where the Incident Commander and staff should be located for the duration of the event. This is the overall control point of the incident.
5. Frag (Fragmentation): Any particle/item which is part of the device, and becomes a projectile.
6. Ground Zero: The area where a bomb or explosive device has been detonated.
7. Incident Commander: The first arriving Supervisor to take charge of the incident.
8. Load and Go: The practice of removing injured parties to a safe area, or triage area, as quickly as possible without first applying First Aid techniques.

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9. Media Relations Officer: Person responsible for designating a secure area for the media, directing the media to a safe control area, and maintaining and providing updated information to the media as the incident continues.

10. Triage Area: Area designated by first responding emergency response units to an actual explosion site. EMS personnel use the Triage Area to assess patients and begin medical treatment for injuries sustained in the blast. The Triage Area should be in a safe location, at least 300 yards from the blast area, and if possible placing additional protection between the Triage Area and the blast site.

III. BOMB THREATS

In general, the Ridgely Police Department will assume the role of Lead Agency in the following situations: Where a bomb threat has been received, or where a suspected bomb has been located.

1. Personnel receiving bomb threats or warnings from callers should attempt to:
 - a. Keep the reporting party on the line;
 - b. Identify the location of the device with as much precision as possible and determine when it will be or if it has been detonated;
 - c. Determine:
 - 1) What type of explosive device is involved
 - 2) What the device looks like
 - 3) The type of bomb involved
 - 4) What will make it detonate
 - 5) Why it was placed
 - 6) Exactly how the threat is to be carried out
 - 7) Estimate the age, sex, and race of caller
 - 8) Characterization of the caller's voice, to include accents
 - 9) Descriptions of any background noises
2. Personnel receiving reports of bomb threats should complete a Ridgely Police Department Bomb Threat Checklist and accomplish the following:
 - a. Alert the Communications Center of the need to dispatch field units;
 - b. Determine the location, time of detonation, appearance, and any other available information concerning the nature of the threat or the identity of the perpetrators;
 - c. If no explosive device has been identified, ask that the caller alert employees and others to unusual parcels or items on the premises;
 - d. Ensure that the Chief of Police is notified immediately.
3. First Responding Officer's Responsibilities:
 - a. The first arriving officer on scene of a bomb threat should transmit their arrival over the police radio at least 100 yards (300 feet) from the incident location;

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- b. The officer may leave their radio on to monitor traffic regarding the situation, but may not transmit within 100 yards of the incident location;
- c. If applicable, contact the individual who received the bomb threat to obtain additional, to include, but not limited to:
 - 1) Whether previous threats have been received;
 - 2) Possible motives and/or suspects;
 - 3) Vulnerabilities of equipment and personnel;
 - 4) Exploration of basic information provided to Communications.
- d. Notify the Chief of Police, or ensure that the Supervisor is en route to the incident location;
- e. Determine if there is an IMMEDIATE threat to life and/or property:
 - 1) Contact the person responsible for the building or property;
 - 2) Determine if a time was given for the explosive device to detonate;
 - 3) Establish a secure and suitable perimeter.
- f. If a supervisor will be on scene in a short period of time, stand by with building personnel until their arrival.
- g. If the supervisor is delayed, the first responding officer should begin the process of evacuating the area and establishing a perimeter according the plan (See Supervisor's Responsibilities)

4. First Arriving Supervisor/ Incident Commander's Responsibilities:

- a. The ranking Police Supervisor will be the Incident Commander in a bomb threat incident. They are in charge of the on scene evacuation, search, security, and evidence collection activities.
- b. The Ridgely Fire Department will respond to the incident location and stage upwind/uphill at least 300 yards from the incident location (This may be further, depending on the size of the suspected bomb. Consult the ATF Distance Card). The Fire Department will assist with the search only at the request of the Police Incident Commander. The Fire Department has the authority to order the evacuation of the area if an immediate threat to life or property is present. The Ridgely Police Department will assist if this is necessary.
- c. The First Arriving Supervisor will make contact with the person, or persons responsible for the property.
 - 1) The property management will make the decision as to whether they wish to evacuate the property.
 - 2) Property management will decide whether reentry into threat location will be made.
 - 3) If the property management does not wish to evacuate, or conduct a search, and wishes no further action from the Ridgely Police Department, the supervisor will ensure that an Incident report is completed, and that management's actions are noted in the report.

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- d. The supervisor should stress the importance of making an evacuation and search until such time that the threat can be evaluated.
- e. Property management should assist the Ridgely Police Department and fire personnel with the search, by providing knowledgeable employees who volunteer to go with emergency personnel to search. These employees should be knowledgeable as to what should and should not be on the property, and must be volunteers.
- f. Property management should advise employees and persons on the property to check their immediate personal areas for unfamiliar items that may be suspicious. This should be done before they exit the property.
- g. In the event of an evacuation, the police supervisor should designate a location at least 300 yards (900 feet) upwind/uphill from the threat. The ATF distance card should be consulted to confirm a sufficient distance based upon the suspected device.
- h. The supervisor shall establish an inner perimeter at least 300 yards (900 feet) surrounding the incident location. No vehicles or pedestrians will be allowed inside this perimeter. This perimeter would be the "Hot Zone".
- i. If an evacuation and search are to be conducted, the police supervisor or incident commander shall establish a Command Post at least 300 yards from the incident scene. The Command Post shall be utilized for:
 - 1) Transmit radio traffic to communications and responding units;
 - 2) Coordination of on scene emergency personnel;
 - 3) Coordination of responding emergency personnel;
- j. In the event that the property management decides to conduct a search of the property, the police supervisor shall coordinate the search operations as follows:
 - 1) Management should provide a person or persons who are knowledgeable about the layout and contents of the threat property to assist police personnel with the search. The police supervisor must confirm with the volunteer their willingness to assist;
 - 2) Request the assistance of Fire personnel to conduct the search when police personnel are too few, or the area is too large;
 - 3) Request assistance of the Dorchester County Sheriff's Department bomb K-9 when it is available.
 - 4) Develop a search plan for each particular threat. The plan should identify the extent of the search depending on the type of establishment, motivation of the perpetrator, and the accessibility of the building.
 - 5) Assure search techniques are utilized. See Section III. A. 5 for further.
- k. If a device is located during the search, the Incident Commander will upgrade the response to a Bomb Emergency. See Section III.B. for further.

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l. After completing a thorough search of the location and no bomb is located, the Incident Commander will inform property management of the situation. The property management will make the decision to reenter the threat property after the search. Under no circumstances will any Ridgely Police department personnel make this decision.

m. If the decision is made to search, and the bomb has a time of detonation, the search will be stopped and all personnel will evacuate the threat property at least 30 minutes prior to the stated detonation time. The search will not be continued until at least 30 minutes after the stated detonation time. The decision to continue the search will be left to the property management.

n. The incident commander should give as much information as possible to the property management as possible in order to assist them in making decisions regarding searching, evacuation, or reentry.

5. Searching for Explosive Devices

a. When developing a search plan the Incident Commander should attempt to get a layout of the threat property. These may be blueprints, or a detailed sketch of the floor plan given by an employee.

b. When conducting the search, the following items could be used as indicators:

- 1) Explosives related pamphlets, periodicals, or books
- 2) Excessive amounts of galvanized or PVC pipe nipples and/or caps, especially if they have holes in them
- 3) Low explosive powders or other incendiary mixtures
- 4) Fuses of any type to include homemade burning fuses, such as string soaked in burning powder
- 5) Electrical switches, electrical matches, blasting caps, or other similar initiators

c. In house security, maintenance, and janitorial personnel should be used to assist with the search.

d. Attempt to identify cleared areas to negate wasted time and/or efforts.

e. If a suspicious package is located, personnel should not touch, move, jar, or make loud noises in the area surrounding the object. Under no circumstances should personnel use their radio to advise the Incident Commander of the suspected bomb.

f. Personnel should first check common areas usually open to the general public. These areas include hallways, rest rooms, vacant rooms, supply closets, stairwells, boiler rooms, fire extinguisher cabinets, waste cans, etc.

g. Personnel searching the outside of the location should check behind shrubbery, window and door ledges, and other common areas.

h. Note license plate numbers of vehicles in the area, and initiate vehicle registration checks to determine if any vehicles are reported as stolen or rental vehicles.

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- i. At a minimum, search teams will consist of two personnel. Police personnel will pair up with fire personnel or property personnel if available.
- j. The following search technique is used as a basic guideline:
 - 1) When personnel enter a room to be searched, they should move to different areas of the room and stand quietly with their eyes closed and listen for a clockwork device. Even if no clockwork device is located, the team is now aware of the background noise level of the room itself.
 - 2) The individual in charge of the room search team should determine how the room is to be divided for searching, and to what height the first searching sweep should extend. The first searching sweep will cover all items resting on the floor up to the selected height.
 - 3) The room should be divided into two virtually equal parts. The division should be based on the number and type of objects in the room to be searched and not on the size of the room.
 - 4) When conducting searching sweeps, the First sweep should be done from floor level to hip height. The Second sweep should be done from hip height to the top of the head. The Third sweep is from the top of the head to the ceiling. The Fourth sweep is in the area of drop ceilings or ceiling light fixtures.
 - 5) When searching the room, the search team should split up and search opposing walls. Once the walls have been searched, the search team should search the center of the room together.

6. Bomb Incident Plan:

- a. The Incident Commander should institute a bomb incident plan. The plan should include, but is not limited to the following information:
 - 1) Designate a chain of command.
 - 2) Establish a command post.
 - 3) Decide what primary and alternate communications will be used.
 - 4) Establish how, and by whom, the bomb incident will be evaluated.
 - 5) Provide an evacuation plan with enough flexibility to avoid a suspected danger area.
 - 6) Designate search teams.
 - 7) Designate areas to be searched.
 - 8) Establish a procedure to report and track progress of the search.
 - 9) Have a contingency plan available if a bomb should go off.

IV. SUSPECTED BOMBS OR EXPLOSIVE DEVICES LOCATED

1. The location and/or actual identification of a suspected bomb or explosive device should be considered a "Bomb Emergency". If at the scene of a bomb threat, and a suspect device is located, the response should be upgraded.
2. The Ridgely Police Department shall assume the role of lead agency when a suspected device is located.
3. The initial response to a suspected bomb located is the same as a bomb threat (see the Bomb Threat section)

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4. First Responding Officer's Responsibilities:

a. The first arriving officer should maintain radio discipline as with a bomb threat. They should transmit their arrival at least 100 yards (300 feet) away from the threat location. They should not transmit over the radio inside this 100 yard area.

b. Contact the person(s) responsible for the location, and begin an immediate evacuation of all personnel. The evacuation should be at least 500 yards (1500 feet) away from the location. Avoid parking lots and other areas that may conceal a secondary device.

1) Once the device has been found, property management no longer has the authority to decide whether or not to evacuate. The Ridgely Volunteer Fire Department is empowered by state law to force the evacuation of property that is a danger to the public.

2) Keep the property management in one location, and upon the arrival of the Police Supervisor, make sure that they are aware of who the property manager is, and where they can be found.

a) Ensure that a Supervisor is en-route to the scene, and advise them that an evacuation is taking place.

b) Do not move, touch, tamper, or attempt to disarm a suspected device. Do not go near the object once it has been located.

c) Direct the arriving officers to set up a 500 yard (1500 feet) perimeter around the threat location.

d) Once the perimeter is secure, stand by for a Police Supervisor.

e) If the Police Supervisor is delayed continue with the police operations according to this policy (See Supervisor's Responsibilities).

5. First Arriving Supervisor's Responsibilities

a. The Ranking Police Supervisor will be the Incident Commander. They are in charge of the on-scene evacuation, securing the perimeter, security for the site, and evidence collection. They should ensure that the Chief of Police is notified.

b. The Ridgely Volunteer Fire Department and Caroline County Emergency Management will respond to the scene of a suspected device located. They will stage uphill/upwind at least 500 yards (1500 feet) away from the threat location. The Ridgely Volunteer Fire Department has State authority to order the evacuation of a 500 yard (1500 foot) perimeter around the threat location. An effort should be made to keep all witnesses in a secure location at the 500 yard (1500 foot) mark, uphill and upwind from the threat.

c. The first arriving supervisor will make contact with the property management and establish the location, on the property, of the suspected device. If evacuation of the threat area has not been done, the Supervisor will ensure that all personnel are evacuated.

d. The Supervisor, as Incident Commander, will contact the Maryland State Fire Marshal Bomb Squad and obtain an estimated time of arrival. If for some reason the Bomb Squad is not available, notify the nearest agency with Bomb Squad capabilities.

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- e. No vehicular or pedestrian traffic should be allowed within the perimeter.
- f. The Incident Commander will establish a Command Post. The CP should be at least 1,000 feet away from the incident location. The Incident Commander will notify Dispatch of the CP location, and establish a primary radio channel for the incident. Dispatch should notify Fire personnel of the primary frequency.
 - 1) The CP does not need to be a large truck, etc. The Incident Commander can use their patrol vehicle as the CP. It should be noted that the Ridgely Volunteer Fire Department may have their "Command" vehicle on location, available for use.
 - 2) An effort should be made to obtain a layout of the property prior to the arrival of the Bomb Squad.
 - 3) Upon the arrival of the Bomb Squad, the Incident Commander will give them a briefing on the situation, and what actions have been taken.
 - 4) Do not use the radio, or use any cellular telephones, within 100 yards (300 feet) of the suspected device.
- g. Once the evacuation has been made, no persons, including Law Enforcement personnel, should re enter the threat location until the arrival of the Bomb squad, and then only at their request. The Incident Commander will assign personnel to assist the Bomb Squad if they request it.
- h. The Bomb Squad supervisor will determine whether a search for secondary devices will be made. They will notify the Incident Commander if a search is requested. If requested, the search will be conducted in the same manner as during a bomb threat.
 - 1) If at all possible, the secondary search should not be conducted until the first device has been rendered or declared "Safe" by the Bomb Squad.
 - 2) If the Incident Commander needs the assistance of the Ridgely Volunteer Fire Department during the search, they should request it to the RVFD Chain of Command.

V. ACTUAL BOMB OR EXPLOSIVE DEVICE DETONATED

- 1. At the site of an actual detonated explosive device, the Ridgely Volunteer Fire Department will be the lead agency. The arriving Police personnel should report to the Fire Incident Commander. At the site of an explosion, evidence preservation and collection is secondary to saving life.
- 2. From the site of an actual explosion, the Ridgely Police Department is primarily responsible for establishing an initial 1,000 yard (3,000 feet) perimeter around the blast site, while providing security for the blast site until such time it is released by investigators, providing safe entrance and exit points for responding emergency crews, and upon request of investigators assist with collection of evidence from the blast site.

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3. First Responding Officer's Responsibilities:

- a. Upon arrival at the explosion site, the First Responding Officer should immediately start tending to injured persons.
- b. After initially caring for injured persons, the police officers should begin to secure the blast area, and stand by for a Police Supervisor.
 - 1) The first priority is to get the injured parties to a safe location at least 500 yards from the blast area. Be aware of secondary devices. Do not attempt to search for or touch any suspected secondary device.
 - 2) The first police officer should direct the second police officer to establish a patient collection site at least 100 yards from ground zero. This second officer should make the patient collection site within view of the site. He should activate his vehicle's emergency lights and utilize the vehicle PA system to direct walking wounded to his location. He will then direct them to a temporary triage area at least 500 yards from ground zero.
 - 3) All other arriving officers should begin the evacuation of all persons from the blast site. All persons who are not injured should be directed to a central location. They must be kept at the site for investigators to interview.
 - 4) Those injured persons who cannot walk should be taken to the triage area by any means available. This means a "Load and Go" type transport. Officers may use their patrol vehicles to get the injured to the triage area. The injured should be taken to safety as quickly as possible. "Load and Go" means very little, if any, first aid is given prior to getting them out of the blast area. The reason for this is the possibility of secondary devices detonating while emergency crews are treating the wounded.
 - 5) Officers should recognize that upon the arrival of the Ridgely Volunteer Fire Department, they may designate a better suited triage area. The emergency treatment of injured persons should be turned over to qualified emergency medical personnel as soon as possible.
 - 6) Leave the bodies of the bomb blast victims, who are obviously deceased, in place just as any other crime scene. This is to allow for the collection of debris/material that may have forensic value.
- c. If the Police Supervisor is going to be delayed, the first arriving police officer should continue the police operation according to this policy (See First Arriving Supervisor's responsibilities).

4. First Responding Supervisor's Responsibilities

- a. In the case of an actual explosion the Ridgely Fire Department will assume the role of lead agency. The police supervisor should assume the role of Police Commander and take direction from, and report to, the Incident Commander. This will be until such time that the site is turned over to Law enforcement for evidence collecting and crime scene processing. Ensure that the Chief of Police is notified.
- b. Upon arrival at the site, the Police Supervisor should locate the incident command post and give the Fire Commander his name and call sign/ radio alias.

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- c. Find out from fire command what primary frequency will be used to control the incident.
- d. Establish a secure perimeter surrounding the blast site. Start with a 1,000 yard (3,000 foot) perimeter. If investigators need to expand the perimeter they should make notification to the police supervisor. The police supervisor can shrink the perimeter once the situation stabilizes.
 - 1) 1,000 yards is roughly nine city blocks. This area will need to be secured, with entry and exit points established for emergency services vehicles.
 - 2) The police supervisor should notify dispatch to activate the Caroline County Special Response Team, and request the Maryland State Police STATE Team. SWAT Teams have the ability to assist in securing the site, as well as access to additional equipment.
 - 3) Non emergency pedestrian or vehicular traffic should not be allowed into the perimeter.
 - 4) The perimeter will be manned until investigators are finished with the site. Allied agencies may need to be requested to assist under the MOU or Mutual Aid Agreement.
 - 5) The police supervisor will need to ensure the security of the blast site, as well as ensuring the Town of Ridgely has adequate police protection.
- e. Make sure that dispatch, or CID units, notify the FBI and ATF.
- f. Ensure that the Maryland State Fire Marshal's Office Bomb Squad has been notified.
- g. Provide assistance to the Fire Commander as needed.