

**TYLER POLICE DEPARTMENT  
GENERAL ORDER**

**BOMB THREAT PLAN**

**17.400**

**REVISED 08/21/06**

**EFFECTIVE 11/15/95**

**17.401 PURPOSE**

The purpose of this policy is to establish procedures for city departments when responding to a bomb threat. The response will require action by the Fire and Police Departments and may require actions by Airport personnel, and other City departments. In the event of a bomb threat at the Airport, coordination with the Federal Bureau of Investigation (FBI) will be required.

**17.402 DEFINITION**

For the purpose of this policy, the following definitions shall apply:

1. Public Safety Telecommunicator: A Public Safety Telecommunicator employed by the Tyler Police Department.
2. Police Department Supervisor: A sworn police officer on duty with the Tyler Police Department holding the rank of Sergeant or higher.
3. Laptop Computer: Laptop Computer Terminal mounted inside of Police Department's marked patrol units that is used to transmit messages without the need for voice communications.
4. Explosive Device: Any explosive or incendiary device, grenade, rocket, or mine, that is designed, made or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the purpose of causing such a loud report as to cause undue public alarm or terror.
5. EOD Personnel: Personnel assigned to an explosive ordinance disposal unit affiliated with the United States Armed forces.

**17.403 PROCEDURES**

- A. Upon receipt of a bomb threat report by any City employee, the employee receiving the threat shall immediately contact the Public Safety Communications Center. The District Fire Chief or the highest-ranking Fire Department officer will be in charge of on-scene operations. Members of the Police Department will assist the Fire Department and the Police Department supervisor will coordinate activities through the District Fire Chief or highest-ranking Fire Department officer.

**B. PUBLIC SAFETY TELECOMMUNICATOR RESPONSIBILITIES:**

Upon receipt of a bomb threat report, the Public Safety Telecommunicator will:

1. Immediately complete a bomb threat call sheet to obtain all necessary information for a Police/Fire response.
2. Dispatch a Police Department supervisor, Patrol unit, Fire Department District Chief and an engine company. The initial dispatch of responding units/agencies (if practical) should be handled by telephone or Laptop and not on open airways.
3. In the event of a bomb threat at the Airport, the Public Safety Telecommunicator shall also immediately notify the Airport Manager.

**C. FIRE DEPARTMENT RESPONSIBILITIES:**

1. The District Fire Chief and at least one engine company will respond immediately (without lights and siren) and make contact with the person in charge of the premise and

advise that person of the threat. Any decision regarding an evacuation will be made by the owner/occupant unless the circumstances warrant an immediate evacuation. The District Fire Chief will offer assistance in starting an orderly evacuation of the area.

2. If possible, a person familiar with the area being searched should remain available in the event a suspicious object or device is found.
3. If a suspected explosive object or device is located:
  - a. Begin evacuating the area in every direction for at least 300 feet from the suspected explosive device and cordon off the area.
  - b. If the suspected explosive device is inside a structure, evacuate the structure and an area 300 feet from the structure.
  - c. The District Fire Chief will decide if the EOD personnel should respond.
  - d. Prevent anyone from entering the cordoned area.
  - e. Under no circumstances, approach, tamper, or allow anyone else to approach or tamper with the suspected explosive device.
  - f. Advise the Police Department supervisor of needed assistance.
  - g. Refrain from transmitting messages on hand-held or mobile radios, telephones, or Laptops within 100 feet of the suspected explosive device.
4. The Fire Marshal will be responsible for the follow up investigation.
5. The Fire Department personnel are responsible for releasing information to the media.

D. POLICE DEPARTMENT RESPONSIBILITIES:

1. A Police Department supervisor and a Patrol unit will respond immediately (without lights and siren) to the scene. The Police Department supervisor will coordinate Police activities with the District Fire Chief or the highest-ranking Fire Department officer on the scene.
2. If requested by the Fire Department, the Police Department supervisor will ensure that the Police Department will:
  - a. Set up a safe perimeter
  - b. Assist in evacuating the building
  - c. Assist in searching for a suspected explosive device
  - d. Provide traffic and crowd control
  - e. Provide needed assistance to ensure a secure and safe conclusion to the incident.

E. RESPONSIBILITIES OF OTHER CITY DEPARTMENTS:

1. In the event a suspected device is located, the Fire Department may call on any City department to provide necessary assistance. Assistance may include the blocking of streets, the turning off of utilities, or the removal of equipment or supplies.
2. In the event the device should detonate, other City departments will be required to provide assistance with clean up operations. These operations will be coordinated with the Fire Department to ensure that no evidence is destroyed.

17.404 EVACUATION OF BUILDINGS

Normally, the person in charge of any building involved, including area schools, will decide whether or not to evacuate the building unless a suspected device is located. If a suspected device is located, Fire Department personnel will begin evacuation procedures.

17.405 TELEPHONE NUMBERS FOR EXPLOSIVE ORDINANCE DISPOSAL

The contact telephone numbers for Fort Hood Explosive Ordinance disposal is (254)-287-2929 or (254)-287-2309.

Approved: 08/21/06

A handwritten signature in black ink, appearing to read "Angie Smith".