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| ***REPLACE WITH YOUR MASTHEAD*** |
| **VFIS logo black JPG** | **SOG Title:** |
| **SOG Number:** |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** |

**Bomb Threat Response**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Purpose:**

The function of the Fire Department is to provide the means to extinguish fires and perform rescue in the case of detonation. These functions cannot be performed if Fire Rescue Personnel become part of the casualty list. In all cases the Police Department will determine whether or not Fire Rescue presence is needed. This decision shall be arrived at by the facts in hand at any given time: The existence of a confirmed device or evidence available which would lead the Police Department to suspect that the threat might not be a "hoax" would be sufficient cause to request a precautionary stand-by response from \_\_\_\_\_\_\_\_\_\_\_\_\_ Fire-Rescue.

**Scope:**

All responding personnel.

**Procedure:**

The assignment to this incident shall be the same as a "Reported Building Fire" All responding units are to respond unless an actual explosion has occurred. The first arriving engine company shall stop at a hydrant, no closer than 500 feet from the front of the suspected building. This may not be the nearest hydrant.

The first arriving Fire Officer shall meet with the Police Officer in charge and request a briefing on the situation. As per Fire Rescue procedure, that officer will remain the Incident Commander until properly relieved by a superior officer.

No fire officer or firefighter shall enter the suspected building. All personnel shall maintain a high state of "Combat Readiness" as long as there is reason to suspect a potential detonation.

It is remotely possible that radio transmissions could detonate certain kinds of explosive devices. Therefore, it is important to stop all radio and cell phone transmissions, in the vicinity of the subject building, until such a time it is determined to be safe to do so. Utilize landline telephones and face to face communication.

In all buildings, the Police and Fire Officers in charge of the incident shall meet with the person in charge of the building and the following actions will be taken:

1. Both officers will strongly recommend the evacuation of the building. A reasonable time for stand-by past the expected time of explosion shall be a minimum of 45 minutes.
2. The police officer in charge should advise the person in charge of the building to have those people who are familiar with the contents and structure conduct the search for the bomb (or device) recommending that the search begin in the areas accessible to the public, before searching areas restricted to the public.
3. Should any suspicious objects be found:
	1. Be sure that no one touches or moves it
	2. Notify the appropriate Bomb Squad (State Police)
	3. Evacuate the building completely

When a school is directly notified of a bomb threat, it shall be the responsibility of the person in charge to notify the Police Department. The decision for Fire Rescue response shall, in all cases, is made by the Police Department.

Fire Rescue response to any school under this procedure shall require the mandatory evacuation of that school. Note: If there is sufficient cause to request Fire Rescue stand-by, then that means that there is reasonable cause to suspect a possible detonation, therefore, the Fire Officer in Charge of Fire Rescue response to such an incident shall insist that the school be completely evacuated.

Documentation shall be completed and maintained for all calls and verbal exchanges between the various agency commanders. Basic Incident Reports shall include all names, ranks, and positions as well as times of all calls and verbal orders.

**Summary:**

Fire Rescue considers that it is the basic responsibility of the occupant(s) to search their own building. They are the ones most likely to recognize something strange or out of its normal place.

The Police Department is responsible for the investigation of the crime of "Threatening". The Police are responsible for removal and disposal of suspicious items.

Fire Rescue is responsible for stand-by in the case of explosion, fire and the need for rescue.

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**

Fairfield CT (FD) SOG “Bomb Threat”