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

**Bomb Threats and Related Emergencies**

***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:**

To provide a guideline and set policy for handling incidents that involves bomb threats and explosive devices. Bomb threats represent a crime and the police department must be notified in all cases. Although the majority of bomb threats prove to be false, the possibility exists that an explosive device may detonate if a threat occurs. Personnel should be aware of any potential devices being present at any time including those that are associated with drug activity, political assembly or incidents involving mentally disturbed persons.

**Procedure:**

**Responsibilities and Response**

* The function of the \_\_\_\_\_\_\_\_\_\_\_\_ Fire Department is to stand by if a suspicious or known explosive device is located or identified. In the case of an explosion, the fire department will provide fire control and perform rescue operations.
* The fire department will respond to any notice of a bomb threat and/or if requested by the police department. A single engine company will respond non-emergency while all other staffed apparatus will stage at the station. With the exception of Officers, no personnel will respond to any bomb threat in their personal vehicles.
* In the event fire personnel encounter a suspected or known explosive device while performing normal operations, the initial safety zone of a minimum 500 feet will be secured in all directions and the Incident Commander will request a police department response. Refer to the Emergency Response Guidebook (ERG) to obtain a definitive evacuation zone.

**Operations**

* Upon arrival, the engine company will stage a minimum of 500 feet from the area or structure where the explosive device is suspected to be located.
* The possibility exists that two-way radio or cellular communications may detonate certain explosive devices. It is important not to use these types of devices in the area of the potential explosives. Utilize landline telephones for all other transmissions.
* No fire department personnel shall enter the suspected structure. If the police department or building management, decides to evacuate the structure, fire personnel shall provide assistance on the exterior by guiding the occupants to locate to an area a minimum of 500 feet from the structure. Refer to the ERG for the definitive evacuation zone.
* If the fire department responds to an automatic alarm and it is discovered the alarm was transmitted because of a bomb threat, the Incident Commander shall verbally order all units on scene or occupants who have evacuated the building, to position at a minimum of 500 feet from the structure or area. All other responding units shall stage in the assigned staging area.
* If the decision to evacuate is made, the building fire alarm should not be used. The evacuation notification should be done verbally or over a public address system.
* The Incident Commander must meet with the Police Department representative and the building owner or manager to assess the seriousness of the situation. The owner or manager is responsible for determining if the threat is serious or a hoax and is also responsible for searching the building (unified command).
* If a suspicious or confirmed explosive device is found, the police department should request a bomb disposal team to respond.
* The Incident Commander shall request an ambulance to respond to stand by for the bomb disposal team.
* The Incident Commander shall consult with the bomb disposal team regarding operations if the device were to detonate.
* Fire department personnel will not touch or move any device under any circumstances.
* If the fire department responds to a detonation and it is determined or suspected to be caused by an explosive device, the Incident Commander should assess the situation with the Police Department for safety and the possibility for a secondary detonation to occur.
* The incident commander should be aware of a secondary device that could be directed at and placed for the emergency responders.

***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:**

West Redding (CT) VFD – GOG 9-OS-901 Developed/Revised/Reviewed by VFIS ETC