

801 - BOMB AND IMMINENT THREAT POLICY

Section 801.01 Purpose Statement

To implement policy that coordinates a procedure for safety in the event that a county office or department receives a bomb threat by telephone, mail or any other means of communication. Strict adherence to the policy and procedure is required for any and all threats to ensure that safeguards are taken and implemented.

Section 801.02 Bomb Threat Procedures

Each county office and department shall be provided with copies of this policy that includes THE CHECKLIST addressing the critical questions related to callers who reference a bomb threat.

Section 801.03 Step 1

WHEN A BOMB THREAT IS RECEIVED, THE FOLLOWING STEPS SHOULD BE TAKEN:

1. Listen and begin recording immediately, where capability exists.
2. Note the telephone number on the Telephone Identification Window (Caller ID), where capability exists.
3. Be calm and courteous.
4. LISTEN. Do not interrupt the caller.
5. Patiently, obtain as much information as possible. Listen for details.
6. Obtain as much information as you can using THE CHECKLIST.
7. When a written threat is received, save all materials, including any envelope or container. Once the message is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort should be made to retain evidence such as fingerprints, handwriting or typewriting, paper, and postal marks. These are essential for tracing the threat.

GO TO ANOTHER PHONE AND:

IMMEDIATELY CALL 9 (281) 341-4666

CALL FORT BEND COUNTY SHERIFF'S DISPATCH

Relay all information about the threat. This includes relaying answers to the questions listed on the bomb threat CHECKLIST.

Section 801.04 Step 2

The department that received the bomb threat shall immediately evacuate. Employees should not wait for law enforcement personnel to arrive before evacuating.

EVACUATION: {note: see Definition of Roles, Section 801.09}

- Safety officer for the building (as appointed by each department and working in conjunction with the Emergency Management Department for evacuation of the building) and/or law enforcement officer shall immediately lead the evacuation without delay according to approved evacuation procedures.

Penal Code 38.15 states “(a) a person commits an offense if the person with criminal negligence interrupts, disrupts, impedes, or otherwise interferes with a peace officer while the peace officer is performing a duty or exercising authority imposed or granted by law;”

- Safety officer for the building and/or law enforcement shall account for all personnel in the threatened department.
- Each person shall look over their office area for anything unusual and report it to the safety officer.
- Safety officer for the building and/or law enforcement officer shall give authority to personnel to enter building for further check.
- No one shall attempt to locate the bomb device outside his or her office area.
- No one shall turn on or off any light switches or other electrical devices.
- No one shall move anything
- Everyone shall take all personal identification items with them (purse, briefcase).
- No one SHALL use the ELEVATORS.
- Everyone above the first floor shall move downward and to the right; everyone in the basement shall move upward and to the right.
- Everyone shall stay away from the building after exiting.
- No one shall leave the scene.
- No one shall start a vehicle parked outside the building.

No radio or telephone communication shall be conducted within the 300-foot perimeter.

Section 801.05
Step 3

The Sheriff's Office acting as Incident Coordinator SHALL:

- Immediately dispatch the appropriate personnel to the site that received the bomb threat.
- Notify the Office of Emergency Management.
- Contact Telephone Company within the bomb threat area and instruct them to establish a trace on the line having received the threat in the event that another threat is received.
- After building evacuated, organize a search party for a thorough search of the building and grounds targeted.
- Call bomb squad for the dispatch of appropriate personnel.
- Give personnel the permission to re-enter the targeted building.

**Section 801.06
Step 4**

Emergency Management Coordinator SHALL:

- Notify the County Judge's Office and relay as much information about the bomb threat as available.

Instruct the County Judge's Office to notify all members of the Commissioner's Court of the bomb threat information.

- Work with safety officers with the absolute authority as stated in this policy for each of the areas.

**Section 801.07
Step 5**

IF A SUSPICIOUS OBJECT IS FOUND:

- Do not touch, move, or handle object(s) or anything attached to it.
- Notify the Incident Coordinator immediately with details of description and location of the object.

**Section 801.08
Imminent Threat
Policy**

In the event that a county department receives information that is an imminent threat to the welfare of person or property and the evacuation of a county building is determined by the Office of Emergency Management, Sheriff's Office, Health Department of County Judge to be necessary, the above Evacuation Policy Section II, Step 2 is to become immediately effective.

**Section 801.09
Definition of Roles**

Incident Coordinator --- the Sheriff's Office who acts as incident coordinator and who dispatches personnel to bomb threat site and has all other duties as stated in STEP 3.

Office of Emergency Management --- the Office of Emergency Management who has the absolute authority per this policy to evacuate any and all buildings; who notifies the County Judge; and, who works with safety officers for the safe evacuation of buildings.

Safety Officer --- the personnel, appointed by an elected official or department head, and who works with the Office of Emergency Management to lead a department in the safe evacuation of a building.

Policy Approved and Adopted By:
Fort Bend County Commissioners Court
December 29, 1998
Revised: September 30, 2003

BOMB THREAT CHECKLIST

- **PRESS THE RECORD BUTTON, WHEN APPLICABLE**
- **WRITE DOWN THE CALLER ID NUMBER, WHEN APPLICABLE**

Date of call: _____ Time of call: _____ Time the caller hung up: _____

EXACT WORDS OF THE CALLER:

(Use other side of the page for more space)

QUESTIONS TO ASK:

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Who placed the bomb? _____
7. Why was the bomb placed? _____
8. Where are you calling from? _____
9. What is your name? _____

DETERMINE THE FOLLOWING:

Caller's identity: Male___ Female___ Adult___ Juvenile___ Age___ Race___
Voice Tone: Loud___ Soft___ Raspy___ Disguised___ Rapid___ Other___
Accent: Local___ Foreign___ Region___ Other___
Speech: Fast___ Slow___ Distorted___ Stuttering___ Slurred___ Nasal___
Language: Excellent___ Good___ Fair___ Poor___ Taped___ Foul___ Other___
Manner: Calm___ Angry___ Rational___ Irrational___ Coherent___ Incoherent___
Deliberate___ Emotional___ Righteous___ Laughing___ Other___
Background Sounds: Machines___ Street___ Trains___ Animals___ Music___ Voices___
Party___ Traffic___ Airplanes___ Bedlam___ House Noises___
Phone Booth___ Rapid___ Other___

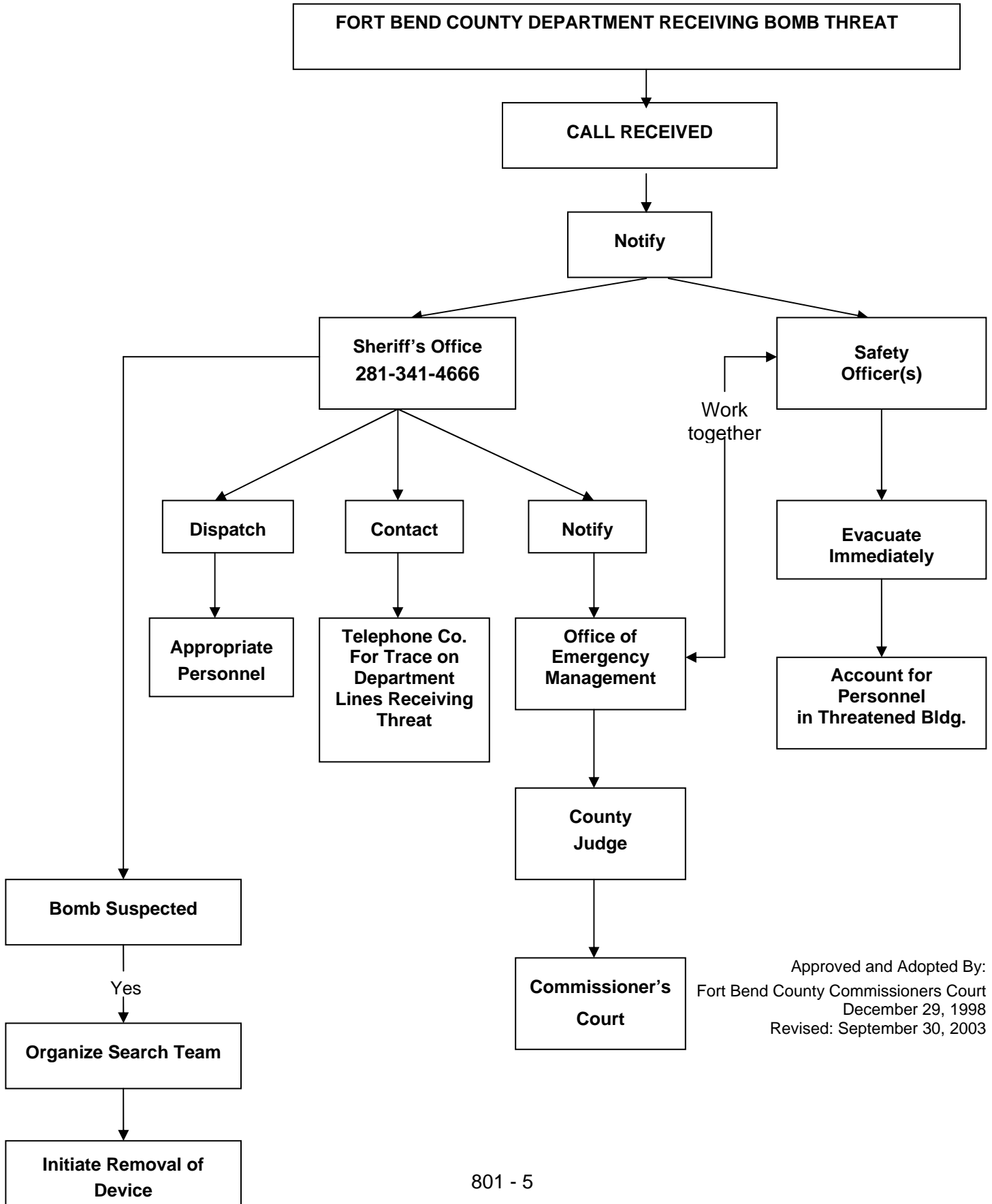
Additional Observations:

Phone number where call was received: _____

Location where call was received: _____

Person receiving the call: _____

Bomb Threat Flow Chart



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