

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 7.09	PAGES: 1 of 3
	RELATED ORDERS: ACA 4-ALDF-1C-05 CALEA 46.1.3 General Order 5.16	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: October 21, 2015	
	REVISION DATE: August 20, 2012	
CHAPTER: Safety and Emergency Procedures	SUBJECT: Bomb Threat and Explosions	

- I. **PURPOSE:** To establish a plan for dealing with bomb threats and bomb explosions.
- II. **POLICY:** Staff will handle bomb threats and/or explosions in a professional and expedient manner to ensure that information is disseminated to prevent damage, injury to staff, visitors, inmates and the surrounding community.
- III. **PROCEDURE:**
 - A. Employee receiving a bomb threat:
 1. It is imperative that the employee receiving a telephone bomb threat record as much of the following information as possible.
 - a. Time of call
 - b. Identity of caller
 - c. Location of caller
 - d. Approximate age of caller
 - e. Exact words of caller
 - f. Voice accent (which might indicate race, ethnic origin or nationality including U.S. regional peculiarities)
 - g. Background noises
 - h. When the bomb is due to explode
 - i. Where the bomb is
 - j. What kind of bomb it is
 - k. What the bomb looks like
 - l. Why the bomb was planted

- m. Time caller hung up
 2. Immediately advise the Watch Commander of all available information.
- B. The Watch Commander will have the option of taking no action, searching without evacuating, or evacuating and searching. In any event, unusual occurrence reporting procedures will apply.
1. If evacuation is warranted, determine the area(s) to be evacuated, and institute the relocation/evacuation procedure.
 - a. Personal belongings of employees, such as purses and briefcases, shall be taken by employees as they leave the building. These items pose a problem to searchers.
 - b. When evacuating people, remember that words and phrases such as “bomb,” “explosion,” “blow-up,” etc. can produce panic. To clear people from the building, use more acceptable phrases such as “Please clear the building immediately; we have an emergency.” Repeat as often as necessary.
 - c. Direct all radio traffic to cease immediately. All communications will be done by telephone or intercom.
 2. If a search is warranted, determine whether to conduct a complete or partial search of the facility.
 - a. Organize and brief search teams, which will be headed by sworn supervisors or deputies.
 - b. Organize a systematic search, beginning with areas open to the public and progressing into the security area of the facility.
 - c. Notify Eden Township Substation that a search is commencing and request an Explosive Ordnance Disposal (EOD) team to stand by.
- C. Team leaders shall:
1. Ensure that no one on the team is carrying a radio.
 2. Assign search areas to team members.
 3. Start their search in the area most likely to contain the device and continue to the least likely area. Areas most likely are outside, near the building and inside lobbies, restrooms, lounges, or other places of easy access.
 4. When an area is searched and nothing is found, a sign or mark indicating “Search Completed-Area Cleared” shall be posted in or at the entrance to the area.
 5. If a suspicious object is located, DO NOT TOUCH IT, DO NOT MOVE IT.
 - a. The person discovering the object shall immediately inform the team leader

and members of his/her search team and report the location and description of the object to the Watch Commander. This information shall be immediately relayed to the senior command officer in charge.

- b. Other search crews shall be notified that an object has been found.
 - c. If there has been no evacuation to this point, a decision to evacuate the area shall be made by the senior command officer in charge, and deputies shall assist in this matter.
6. EOD shall be called for and no one shall be permitted to re-enter the building until the device has been removed or disarmed.
- D. The Watch Commander shall write a report regarding the incident, including a critique of events so better procedures or policies can be instituted for future use.
- E. BOMB EXPLOSION:
1. When a bomb explosion occurs, Central Control/CP-1 will be advised. Central Control/CP-1 will advise the fire department, the Watch Commander and area sergeants.
 2. The Watch Commander will notify the medical staff and the facility Commanding Officer.
 3. Staff will ensure that all activities cease immediately.
 4. Staff will lock down all inmates in non-affected areas.
 5. Medical staff's first priority will be to treat injured persons.
 6. Staff will evacuate and secure damaged areas. Precautions will be taken to preserve the crime scene and evidence.
 7. The Watch Commander will ensure that an Incident Report and/or appropriate crime reports are written.