



POLICY/PROCEDURE NUMBER: 04-S.O.-004

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SUBJECT: BOMB THREAT RESPONSE PROCEDURES

EFFECTIVE DATE: December 18, 2019

REVIEW DATE: December 18, 2020

AMENDS/SUPERSEDES: January 25, 2008 version; January 28, 2008 version; August 14, 2009 version; January 27, 2010 version; February 16, 2011 version; January 8, 2014 version; January 7, 2015 version.

IACLEA STANDARD: 9.1.6, 17.1.2

CSU POLICE SYSTEMWIDE POLICY – NO

APPROVED: Gregory L. Murphy, Chief of Police

I. PURPOSE

The purpose of this policy is to set forth procedures for responding to and managing a bomb threat on the California State University, Northridge campus. This includes such issues as evaluating threat authenticity, notifications of K9 explosives ordnance detection (EOD) team and other police and support personnel, evacuation procedures and obtaining access to bomb disposal personnel.

II. POLICY

It is the policy of the California State University, Department of Police Services, to ensure the public safety by responding to all bomb threats.

III. DEFINITIONS

- A. Building Marshal- Building and floor marshals are responsible for assisting in the safe and orderly evacuation of campus facilities and buildings in the event of a drill or a disaster, assisting University Police in prevention of re-entry until the building has been deemed safe, and reporting injuries and probable location of trapped individuals to emergency responders
- B. EOD K9- An explosives ordnance detection canine team (EOD K9) is a canine team specifically trained in the detection of explosives or other incendiary devices.
- C. Specific Threat- Specific bomb threats are threats that include information regarding the explosive, the location, reason for the attack, etc.
- D. Nonspecific Threat- Nonspecific threats generally only provide information regarding the placement of an explosive on campus without further information.

IV. PROCEDURES

A. Evaluating Threat Authenticity

1. History has shown that a tenuous assumption can be made that bombers will attempt to exercise some concern over human life. Bomb threats are sometimes reported by persons who want to create an atmosphere of anxiety or panic which will possibly result in the disruption of normal activities at locations where devices have purportedly been placed.
2. Bomb threats will be evaluated and categorized by CSUN Department of Police Services personnel as **specific threats** or **nonspecific threats** in accordance with the circumstances of individual bomb threat incidents.
3. Specific bomb threats are less common, but more likely involve actual explosive devices. Specific threats usually include information regarding devices, their placement, rationale for attacks, and when devices are scheduled to detonate.
4. Non-specific bomb threats generally include little additional information other than those devices have been placed in locations as stated by person(s) making the threat or from a concerned third party who personally overheard the threat or is simply relaying threatening information that was passed on to them.
5. Bombers usually make specific threats, but have been known to make non-specific threats even when actual devices are involved.
6. CSUN Department of Police Services personnel will not automatically discount specific or non-specific bomb threats, but will instead make such careful investigation and evaluation as the situation warrants.
7. The presence of certain information generally and proportionally increases the likelihood that bomb threats are specific and valid. This information includes, but is not limited to:
 - a. Identifiable organizational involvement;
 - b. Identifiable specific causes or reasons;
 - c. Exact times when devices are to be detonated;
 - d. Intimate knowledge of the type or nature of reported devices;
 - e. Specific targets are named that have a high degree of sensitivity;
8. Specific persons are targeted because of their notoriety;
9. Existence of suspicious devices or packages.
10. Certain information generally and proportionally decreases the likelihood that bomb threats are specific and valid. This information includes, but is not limited to:
 - a. Absence of specific threat information;

- b. If recent threats from the same source or in the same area have been received and evacuations were conducted, but no devices were found;
- c. If threats would disrupt educational activities, including testing, or cause employees to be dismissed from work, or
- d. Absence of suspicious devices or packages.

B. Ascertaining Details from the Bomb Threat Caller

1. Department of Police Services dispatch personnel receiving a bomb threat will attempt to obtain as much information as possible from persons reporting the threat. When a bomb threat is received, the dispatcher will complete the CSUN Bomb Threat Checklist form (see Appendix "A") which is maintained under the dispatch call master phone. Dispatchers should attempt to obtain information that includes, but is not limited to:
 - a. Time device(s) are set to detonate;
 - b. Device locations;
 - c. Description(s) of device(s);
 - d. Types of explosives utilized;
 - e. What will cause device to detonate;
 - f. If callers are responsible for placing the devices;
 - g. Why devices were placed;
 - h. Names, addresses and phone numbers of caller(s);
 - i. Organization(s) represented by caller(s);
 - j. Exact wording of threat(s);
 - k. Time and length of call(s) and number(s) to which calls were made;
 - l. Age, gender and voice characteristics of caller(s);
 - m. Background noises in call(s).
2. In situations where a bomb threat is called into a CSUN department other than Police Services, the dispatcher shall advise the Police Services bomb threat Incident Commander (IC) so that he/she ensures that the person who received the threat completes a CSUN Bomb Threat Checklist form.

C. Dispatcher Responsibilities

1. Using "Code B" to designate a bomb threat (the words "bomb threat" are not to be used), the dispatcher shall notify officers on patrol, a detective from the Investigations Unit and supervisory personnel in the field. All on-duty members of the command staff shall also be notified. The Chief of Police, Deputy Chief, and

Captain of Special Services shall be notified whether on or off duty. Additionally, the dispatcher shall do the following:

- a. In the event that a residence hall is involved, the Director of Housing will be notified.
 - b. Notify PPM Work Control and request PPM's presence at the Incident Command Post.
 - c. In the event of a haz-mat potential (i.e., science buildings) notify the EH&S office and provide them with details of the call.
 - d. Notify department PIO or in his/her absence advise the Chief of Police so that media issues may be addressed.
 - e. In the event that it is determined by the incident commander or EOD K9 handler that a bomb technician is required, Los Angeles Police Department bomb squad shall be notified.
 - f. In the event that Los Angeles Police Department cannot provide a bomb technician (should a bomb unit be required), the Los Angeles County Sheriff's Office/Lost Hills Station is to be notified and their Explosives Unit Services requested.
 - g. The Los Angeles Police Department/Devonshire Division Watch Commander will be notified by the direct line telephone connection. The exact location of the threat and directions regarding how to locate the site will be provided.
 - h. In the event of an actual device, the Chief of Police will notify the Chancellor's Office.
2. Dispatchers shall utilize the automated call-check feature on the Pyxis recorder system to review bomb threat calls received directly through the Department's telephone system. Exact wording of such calls shall be recorded by the dispatcher for use in the police report. All bomb threat calls shall be classified as either specific or non-specific threats (see Section IV. A, 2-4).

D. Bomb Threat Incident Commander Responsibilities

1. The highest ranking on-duty member of the patrol operations division shall serve as bomb threat incident commander in accordance with ICS protocols. The bomb threat incident commander will:
 - a. Respond to the scene and immediately establish the Incident Command post (and placement of orange cones) acting as Incident Commander (I/C) and reviewing the ICS 9 Critical Tasks list. The I/C shall immediately notify CSUN dispatch of the exact location of the Incident Command Post and the name of the Incident Commander. Transfer of command of the I/C may occur when a more qualified person (e.g. shift supervisor) assumes command, a jurisdictional or agency change in command is required (e.g. fire department arrives on the scene) or a regular shift change occurs on an ongoing incident.

The I/C is responsible for managing the emergency response by setting objectives, the strategy, and directing the tactical response. Essentially the I/C is responsible for implementing ICS protocols (NIMS/SEMS) for bomb threat

response situations. Refer to policy # 08-S.O.-019 Unusual Occurrence –All Hazard Plan for details involving the command, operations, planning, logistics, and finance/administrative ICS functions.

- b. Establish a hard-wired, non-cellular, telephone link with dispatch on recorded lines to serve as communications relay link. Command Post Area should be searched for explosive devices prior to setup. Command Post area should be searched for secondary devices.
- c. Ensure that all necessary notifications have been made including the Chief of Police and the K9 EOD team.
- d. Ensure that any third parties who receive bomb threats or discover suspicious devices or packages are interviewed.
- e. Advise Police Services personnel not to make any radio transmissions within at least 100 yards of bomb threat scenes.
- f. Evaluate the situation and available information in order to determine, and have made, any additional notifications or response/equipment resource requests.
- g. Ensure that perimeters are established.
- h. Coordinate activities with personnel responding from other departments (within or outside CSUN).
- i. Make evacuation decisions consistent with Section VI(E) of this policy.
- j. Coordinate building searches utilizing appropriate resources.
- k. Coordinate activities with investigators.
- l. Ensure that the necessary police reports are completed and approved and those Pyxis recordings are marked and logged out as appropriate. This shall include but is not limited to:
 - i. RIMS generated crime report by the initial responding officer.
 1. The responding officer will be entered into RIMS under the “special circumstances” drop down menu “K9 assist” in the event that an EOD K9 team has responded to the incident.
 2. The K9 handler shall prepare a supplemental report in RIMS in the event that a positive indication for explosives by the EOD K9 has been made which results in an outside agency response (e.g. Los Angeles Police Department Bomb Squad) or evacuation.
 - ii. Incident Command Post – Incident Status Summary by the incident commander.

E. Evacuation – General Considerations

1. Unless otherwise determined by command or supervisory staff, the decision on whether or not to evacuate a particular building or area will be made by the Department of Police Services. Evacuations of buildings should be made when bomb

threats involve confirmed or suspected explosive devices or packages, and should usually be made if sufficient specific information is present to indicate the probable presence of explosive devices. The more specific the information, the greater the need to evacuate (see Section IV(A) – Evaluating Threat Authenticity). The bomb threat incident commander should use his/her best judgment in light of the circumstances known to him/her at the time, and should usually make the decision to evacuate if there is sufficient uncertainty about the likelihood that the threat is real. When evacuating, the IC should use the Bomb Threat Evacuation Distances Chart (see Appendix “B”).

2. When bomb threat related evacuations are conducted:

- a. Evacuations will be initiated by activating fire alarms, personal notifications conducted by University Police evacuation teams, bull horns or PA systems, techniques previously arranged with building management, and/or other resources such as Blackboard Connect (notify department PIO and/or emergency preparedness coordinator) that appear appropriate under the circumstances.
- b. When an evacuation is ordered, it should usually include all buildings, facilities and residence halls that are within 100 yards of the confirmed or suspected bomb site. Depending upon the physical relationship of the structures, the decision to increase or decrease the size of the evacuation area may be made by the bomb threat incident commander.
- c. Exterior entrances will be secured and monitored by Police Services personnel maintaining perimeter security. Entry by unauthorized personnel into buildings, facilities and residence halls under evacuation will not be permitted.
- d. Persons evacuated from buildings, facilities or residences should be directed to areas at least 100 yards away from bomb threat scenes in order to protect individuals from the possibility of blast propelled debris, unless the physical layout of the buildings or the topography of the land indicate that a longer or shorter distance would be sufficient. Evacuees and other persons must remain away from bomb threat scenes until a reasonable and safe amount of time has elapsed past the alleged time of explosion. The amount of time may vary from incident to incident; the decision to permit re-entry will be made based upon information available to all public safety officials concerned.
- e. When an academic building or residence hall is evacuated for a period of time longer than 30 minutes, or it is clear from the outset that the evacuation will be prolonged, the Chief of Police (or her/his designee) shall be notified and the Chief of Police will be responsible for notifying the President’s Office and the Office of Human Resources.
- f. Activation of mass communication shall be determined by the Chief of Police or her/his designee.

F. Searches

1. The department’s K9 explosives ordnance detection (EOD) team shall be notified and called in to respond to all bomb threat situations. If unavailable and based on the set of circumstances present (e.g., specificity of the threat, observed suspicious packages/items, heavily populated area, etc.), the incident commander should consider contacting the LAPD or LASD to inquire if one of their K-9 EOD teams is available for mutual aid response.

2. The CSUN Police will conduct building searches for explosive devices when:
 - a. Bomb threats do not involve confirmed or suspected explosive devices or packages and;
 - b. Specific information is insufficient to indicate the probable presence of explosive devices.
3. In the event of a confirmed or suspected explosive device or package or specific information sufficient to indicate the probable presence of an explosive device, building searches will be conducted by officers after consultation with a member of the Los Angeles Police Bomb Squad. Under these circumstances, the bomb squad may wish to defer a complete building search until a confirmed or suspected device has been located and removed.
4. The K9 EOD, when available, will confer with the bomb threat incident commander who will coordinate building searches and utilize communications personnel to relay information to search teams. The IC shall take into account the need to limit radio communication in the area of the bomb threat.
5. Each search team should, when possible, be comprised of one officer and one person familiar with areas to be searched. The person assisting the search team might be a member of PPM, a facility manager, building warden, faculty member or other appropriate person, as determined by the Incident Commander.
6. Officers on search teams will leave their portable radios on in order to receive incident updates relayed by dispatch. However, officers should NOT transmit on their portable radios within 100 yards of bomb threat incident scenes.
7. Officers on search teams are expected to have flashlights and master keys available and ready in order to conduct searches.
8. Building search areas will be coordinated so as to be systematic and non-repetitive. Searches will be conducted from exterior to interior and from lowest level floors to highest level floors.
9. Search teams should do nothing to change physical environments of areas being searched.
 - a. Building lighting, equipment, etc. that is on at the beginning of searches will not be turned off.
 - b. Building lighting, equipment, etc. that is off at the beginning of searches will not be turned on.
10. All areas open to the public should be given special attention by search teams. These areas include, but are not limited to:
 - a. Restrooms
 - b. Trash receptacles;
 - c. Stairwells;

- d. Lounges or break rooms;
- e. Vending areas;
- f. Lobbies;
- g. Other areas with public access.

11. Search teams will not touch or disturb any suspect devices that may be located and will notify the incident commander immediately, either in person or by telephoning dispatch on recorded lines for relay to the incident commander.
12. Search teams will be instructed by dispatch personnel to report to command posts should suspected or confirmed explosive devices be discovered during searches.
13. Search teams will report to the command post when searches are completed.
14. If facilities or buildings have been searched and no devices are discovered, or detonation time frames have sufficiently passed without explosive detonations, building occupants will be told that searches or other activities did not reveal any explosive devices and they may re-enter facilities. Officers will not state anything to the effect that explosive devices were definitely not present or that buildings or facilities are all-clear.

G. ScanMail Screening Equipment and Suspicious Mail

1. In the event of situations involving suspicious mail, members of the campus mailroom and community have been instructed to contact the Department of Police Services. In this situation, a detective or member of the command staff will be dispatched to the location of the suspicious mail/package.
2. Trained Police Services staff will utilize the Department's Scanmail screening equipment to determine if the suspicious mail or package requires examination by a bomb technician. If a technician is required, procedures listed in Section IV.H of this policy shall be followed.
3. Upon resolution of situations involving the use of the Scanmail device, the "After-action Report - Suspicious Mail Investigation" will be completed. (See Appendix C.)

H. Notification Procedures for Bomb Disposal Personnel

1. Should a device or suspected device be found:
 - a. The search team will immediately notify the incident commander (by telephone or in person) and advise him/her of the location, description, and all known facts pertinent to the suspicious device.
 - b. The Los Angeles Police Department will be contacted and their Bomb Squad will be requested to respond. In the event that the LAPD Bomb Squad is unavailable, the Los Angeles County Sheriff's Office/Lost Hills is to be notified and their Explosives Unit requested to respond.

I. Actions in the Event of a Bomb Explosion

1. If a bomb explosion occurs, the affected area is to be treated as a crime scene. The Chief of Police and all other members of the command staff shall be notified as well as the supervising detective. Additionally, the Los Angeles Police Department and the Los Angeles Fire Department shall be notified, if they are not already on scene. All procedures relating to the security and preservation of a crime scene shall be followed.
2. It is not unusual for individuals to plant delayed-action bombs which are set to explode as emergency personnel respond to an initial explosion. Do NOT assume that because one explosion has occurred, all danger is past.

J. Incident Debriefing

Whenever possible at the conclusion of a bomb threat incident, the highest ranking officer handling the incident should conduct an incident debriefing. If this is not possible or reasonable under the circumstances, the debriefing should be conducted at a later time. A summary of information from the debriefing should be forwarded to the Deputy Chief for review with the Chief of Police.

V. APPENDICES

- A. CSUN Bomb Threat Checklist Form developed by U.S. Dept. of Homeland Security
- B. Bomb Threat Evacuation Distances Chart
- C. After-action Report - Suspicious Mail Investigation

BOMB THREAT CALL PROCEDURES / CHECKLIST

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

Date: Time:

Time Caller Phone Number Where Hung Up: Call Received:

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call (818) 677-2111
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call (818) 677-2111
- Do not delete the message.

Signs of a suspicious package:

- | | |
|-----------------------|----------------------|
| • No return address | • Poorly handwritten |
| • Excessive postage | • Misspelled words |
| • Stains | • Incorrect titles |
| • Strange odor | • Foreign postage |
| • Strange sounds | • Restrictive notes |
| • Unexpected delivery | |

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

HOW TO CONTACT CSUN POLICE

- CSUN POLICE DISPATCH – (818) 677-2111
- FROM CAMPUS PHONES – 911
- BLUE LIGHT PHONES & TTY CALL BOXES

ASK THE CALLER:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

EXACT WORDS OF THREAT:

INFORMATION ABOUT CALLER:









- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other Points: _____

- | | | |
|--|--|--|
| <p>Caller's Voice</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accent <input type="checkbox"/> Angry <input type="checkbox"/> Calm <input type="checkbox"/> Clearing Throat <input type="checkbox"/> Coughing <input type="checkbox"/> Cracking Voice <input type="checkbox"/> Crying <input type="checkbox"/> Deep <input type="checkbox"/> Deep Breathing <input type="checkbox"/> Disguised <input type="checkbox"/> Distinct <input type="checkbox"/> Excited <input type="checkbox"/> Female <input type="checkbox"/> Laughter <input type="checkbox"/> Lisp <input type="checkbox"/> Loud <input type="checkbox"/> Male <input type="checkbox"/> Nasal <input type="checkbox"/> Normal <input type="checkbox"/> Ragged <input type="checkbox"/> Rapid <input type="checkbox"/> Raspy <input type="checkbox"/> Slow <input type="checkbox"/> Slurred <input type="checkbox"/> Soft <input type="checkbox"/> Stutter | <p>Background Sounds:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Animal Noises <input type="checkbox"/> House Noises <input type="checkbox"/> Kitchen Noises <input type="checkbox"/> Street Noises <input type="checkbox"/> Booth <input type="checkbox"/> PA system <input type="checkbox"/> Conversation <input type="checkbox"/> Music <input type="checkbox"/> Motor <input type="checkbox"/> Clear <input type="checkbox"/> Static <input type="checkbox"/> Office machinery <input type="checkbox"/> Factory machinery <input type="checkbox"/> Local <input type="checkbox"/> Long distance <p>Other Information: _____</p> <p>_____</p> <p>_____</p> | <p>Threat Language:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Incoherent <input type="checkbox"/> Message Read <input type="checkbox"/> Taped <input type="checkbox"/> Irrational <input type="checkbox"/> Profane <input type="checkbox"/> Well-spoken <p>_____</p> <p>_____</p> |
|--|--|--|

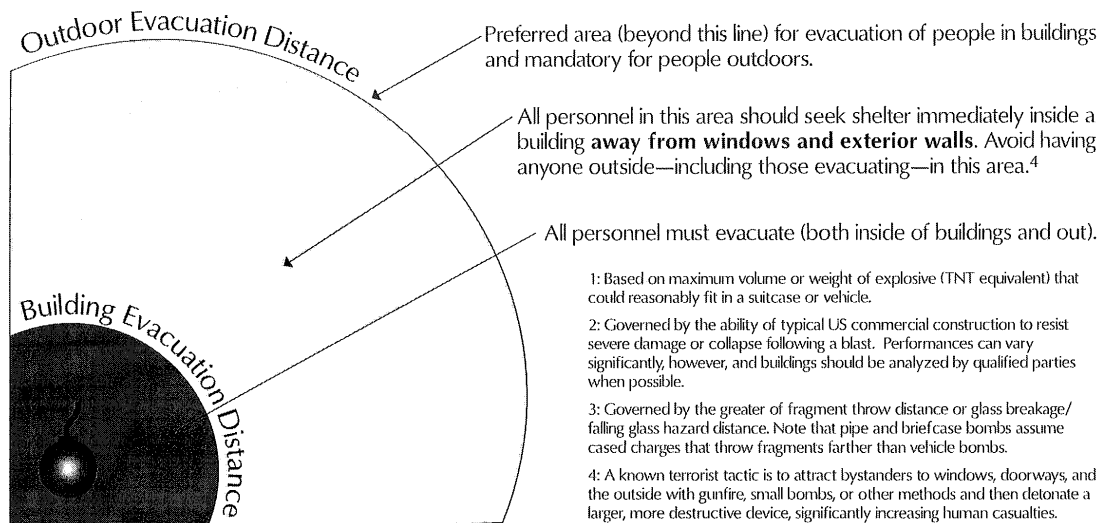


Homeland Security

UNCLASSIFIED

Bomb Threat Stand-Off Distances			
Threat Description	Explosives Capacity ¹ (TNT Equivalent)	Building Evacuation Distance ²	Outdoor Evacuation Distance ³
 Pipe Bomb	5 LBS/ 2.3 KG	70 FT/ 21 M	850 FT/ 259 M
 Briefcase/ Suitcase Bomb	50 LBS/ 23 KG	150 FT/ 46 M	1,850 FT/ 564 M
 Compact Sedan	500 LBS/ 227 KG	320 FT/ 98 M	1,500 FT/ 457 M
 Sedan	1,000 LBS/ 454 KG	400 FT/ 122 M	1,750 FT/ 533 M
 Passenger/ Cargo Van	4,000 LBS/ 1,814 KG	600 FT/ 183 M	2,750 FT/ 838 M
 Small Moving Van/ Delivery Truck	10,000 LBS/ 4,536 KG	860 FT/ 262 M	3,750 FT/ 1,143 M
 Moving Van/ Water Truck	30,000 LBS/ 13,608 KG	1,240 FT/ 378 M	6,500 FT/ 1,981 M
 Semi-Trailer	60,000 LBS/ 27,216 KG	1,500 FT/ 457 M	7,000 FT/ 2,134 M

This table is for general emergency planning only. A given building's vulnerability to explosions depends on its construction and composition. The data in these tables may not accurately reflect these variables. Some risk will remain for any persons closer than the Outdoor Evacuation Distance.



California State University, Northridge Police Department
Suspicious Mail Investigation
"After-action Report"

Page 1 of ____

					CR		
LAST NAME, FIRST MIDDLE (reporting party)					SEX	DESC.	D.O.B.
ADDRESS - RESIDENTIAL				ZIP	PHONE		
BUSINESS							
PREMISES (specific type)				OCCUPATION / OTHER I.D.			
LOCATION OF OCCURENCE							
DATE & TIME OF OCCURENCE				DATE & TIME REPORTED TO PD			
NOTIFICATIONS (person, agency, date & time)							
REPORTING EMPLOYEE	NAME (print)	SERIAL #	SUPERVISOR APPROVING	NAME (print)	SERIAL #		
	SIGNATURE	DATE		SIGNATURE	DATE		

NOTE: This report is only to be completed after the initial investigation is complete and the package is deemed safe enough to handle. A Preliminary Investigation Report should be completed for all packages determined to be potentially unsafe, resulting in an explosive expert call-out. As a reminder, extra caution should be taken for each checklist item as the potential threat-level increases with every suspicious description identified.

Investigation Checklist: *(check all that apply)*

- Suspicious Mail Detector Alarm Activation
- Greasy/oily stains, discolorations, &/or fingerprints.
- Crystallization on the packaging.
- More stamps than necessary for the weight of the package.
- Mailed from a foreign country.
- The return address may be fictitious or non-existent.
- Bear restricted endorsements, such as "Personal" or "Private."
- Endorsed "Fragile – Handle With Care" or "Rush – Do Not Delay."
- Badly lettered or typed address with possible spelling errors.
- Addressed to title only and title may be incorrect. *(i.e. President, Account Manager)*
- Excessive wrapping and tape.
- Visible wiring if the wrapping is damaged.
- Small holes, especially if cut ends of wire or cord are visible.

