Comprehensive Emergency Management - Bomb Threat

Purpose

This procedure outlines activities to be followed upon receipt of a bomb threat. The first priority of Trader management is for Trader personnel safety.

Responsibilities

If a Trader Construction Company (Trader) employee receives a bomb threat while performing work at the PCS Phosphate plant site, he/she is responsible for carefully recording the information and then immediately notifying PCS Security and Trader’s Safety Director.

PCS Security is responsible for obtaining as much information as possible from the Trader employee and for notifying the Incident Commander and the Emergency Director.

The Emergency Director is responsible for determining if specific areas, or the entire plant site, should be evacuated.

The Incident Commander is responsible for assisting the police in searching for a bomb and responding appropriately, if a bomb explodes.

Trader’s Safety Director is responsible for coordination of evacuation possibilities with the Emergency Director and/or the Incident Commander. Trader’s Safety Director is also responsible for keeping Trader’s management up-to-date as the situation unfolds.

Procedure

Phase I - Receipt of Threat
1. The Trader employee receiving the bomb threat will:
   - Use the Bomb Threat Call Check List (Attachment 1) to record as much information as possible.
   - Use hand gestures, signaling some one else to notify PCS Security (ext. 777) while keeping the caller on the line.
   - Advise the caller that the building or area is occupied by people and the detonation of a bomb could result in death or serious injury to many innocent people.

2. The Trader employee will immediately notify their supervisor after they or someone else has notified PCS Security.
3. PCS Security will call the Incident Commander and the Emergency Director.

4. The Security Officer will notify the N.C. State Police at the request of the Emergency Director.

- Security will confer with the individual who received the call and their supervisor.

- The Emergency Director will decide if bomb disposal experts need to be called and if the area needs to be evacuated. If bomb disposal experts are to be notified, PCS Security will make the appropriate call:

  For Mail threats:
  US Postal Service - Rocky Mount, NC (252) 446-8182
  Federal Bureau of Investigation - Elizabeth City, NC (252) 335-0809

  For Telephone threats:
  Beaufort County Sheriff (252) 946-7111
  Carolina Telephone Co. Security Manager (252) 823-9073

5. Factors PCS Security and the Emergency Director will consider in determining appropriate levels of response include:

- A judgment of sincerity of threat based on information contained in it.

- Any existing labor problems or known disgruntled employees.

- Previous threats received.

- Recent incidents against other facilities in the area.

- Time allotment given by caller before bomb will explode.

6. If an evacuation is ordered, Trader personnel will follow the Evacuation and Personnel Accountability Procedure.

7. If the threat is perceived as real, **pagers and radio will not be used for communication as their transmission frequencies may set off the bomb.**

**Phase II, Option A - Continue Operation and Search**

1. Upon notification of the bomb threat Trader’s Superintendent in the threatened area will notify his/her personnel of the bomb threat either personally or by telephone.
Trader personnel will be told that:

- A bomb threat against the PCS Phosphate plant site has been received.
- The credibility of the bomb threat is being investigated by PCS Phosphate Security and relevant authorities.
- Trader’s work crew will continue to operate.
- Trader’s work crew will be given the option to leave, if they wish.

2. PCS Phosphate security personnel familiar with the area will provide relevant information about the area to the relevant authorities.

3. The bomb search will be conducted by the relevant authorities.

4. If anything suspicious is found, it will be reported immediately to the Incident Commander and the relevant authorities.

**Phase II, Option B - Evacuate Building**

1. If a suspicious object is found or if the Incident Commander and Emergency Director is convinced the threat is legitimate, the Incident Commander will order an immediate evacuation of the building and/or area.

2. Trader personnel will follow the Evacuation and Personnel Accountability Procedure.

3. In the Assembly Area(s), PCS Security will ask evacuated Trader personnel for any information they may have about unusual events earlier in the day or something being out of place.

4. When the bomb search has been completed and if nothing unusual or out of place has been found, the Emergency Director will decide if Trader employees are to return to work. If this is decided, Trader personnel will be informed the search of the work place or area found nothing, that it is believed the call was a hoax and they should return to work.

**Phase III – Search Procedures**

It is not necessary to be a bomb technician to effectively conduct a bomb search. In fact, if a Trader employee is called upon to help in conducting a bomb search, he/she may have a distinct advantage over any outside "expert" who may assist in a bomb search, because you know the work facility and/or the work area. Based on your day-to-day familiarity with the plant site and its normal activities you are better prepared to locate any of the three (3) primary things to look for in a bomb search:

- An object that does not belong in that location.
- An object that belongs, but not where it is located.
- Signs of tampering, forced entry, etc.
Once a Trader employee knows what to look for in a bomb threat search you are ready to proceed utilizing the techniques outlined here.

Types of Searches
There are two (2) basic types of bomb threat searches:

A few selected persons quietly and unobtrusively and without the knowledge of all personnel present conduct a covert search. Covert searches can be appropriate in large facilities if there is to be no evacuation or only a partial evacuation.

The overt search is more efficient as you can be much more thorough in its conduct. Additionally, you can enlist the assistance of persons remaining in the search area, if any, to identify objects which do or do not belong.

Pre-Search Factors
Several factors should be taken into consideration by Trader personnel before participating in a search. Except for extraordinary circumstances involving safety of personnel, all searches should be pre-coordinated with Trader’s Safety Director, PCS Phosphate’s Incident commander, and Emergency Director.

Search team members should be selected based upon their knowledge of the search areas and the normal contents of these areas.

The team members must be willing searchers if they are to do a proper job. Team size should be limited to two (2) searchers for any given enclosed area.

Search team members should be trained in proper search techniques, stressing thoroughness and consistency. Team members should, if possible, have a familiarity with basic explosive recognition and bomb components.

Search Plan
It is important that Trader personnel involved in bomb searches stick to the plan as outlined by the responsible PCS bomb threat coordinator assuming one is tasked. Their plan should be systematic and kept simple.

You will be given a search sequence. Follow it. Search from the outside to the inside, bottom to top. Search the easy places first and if the bomb threatener told where the bomb is located, believe him unless proven wrong. Do no overlook the obvious when conducting a search.

If PCS Phosphate assigns a bomb threat coordinator, this person should not be a searcher, but should remain in a central location and coordinate the search. He should keep up with the progress of the search, clearance of areas and direction of search teams.
Search Techniques
Trader personnel should become familiar with basic search techniques as they will vary somewhat from team to team depending on their training and developed methods.

This does not constitute a problem as long as the team effort is consistent. Remember: All bombs are activated by some type of change (time, motion, attitude, temperature, pressure, lighting, moisture, etc.) therefore, it is very important to avoid disturbing objects to the extent possible.

Observation is the most effective facet of a search. Always take a good look first, and then proceed as necessary to accomplish a thorough search. If the threat is general:

Start with outside areas and equipment.

Check entries, passageways and utility areas accessible from the outside.

Check all publicly accessible areas.

Check any areas where something could be thrown in from the outside.

Watch out for possible booby traps while searching:

If lights are off, leave them off.

If a door is ajar, leave it ajar.

Do not disturb or change the configuration of anything until you have checked it thoroughly.

Do not step on mats or rugs, open curtains or shades, move furniture or equipment, or operate any switches until checked.

Do not use portable radios for communications.

Before entering an area, stop and look, then close your eyes and listen. Be alert to any unusual noises coming from the area.

Look for anything out of place, out of the norm for the area, smudged spots, unusual footprints, i.e., on furniture or equipment, overly full trash containers, anything upturned, and things rearranged.

Both the visual and physical searches should follow the same pattern.
Start on the sides of the room and work in a circle closing into the center of the room.

If there are two searchers, go in counter-rotating directions and double cover the area.

The three basic levels of search are:

- Below the waist
- From the waist to eye level
- Above eye level

Look into easy to get at places first. Bombers usually do not carry tools with them for removing grates, etc. There are areas that can be checked last after general clearance has been accomplished.

Once an area is cleared, it should be marked off by tape, rope, chalk, paper ribbons, etc. to avoid a duplicate search.

The bomb threat coordinator should be notified of each area as it is cleared.

**Suspect Device Located**

If a suspect device is located, DO NOT TOUCH it for any reason. Get a good look at the suspect device so that you can accurately describe it. Note its description, location and proximity to critical areas (gas lines, electric lines, fuel storage, etc).

Do not disturb a suspect device in any manner. Do not move it, cover it up with anything, douse it with water or fire extinguisher or shine bright lights on it.

Mark the immediate area of the suspect device to the control person. Attempt to identify the suspect item before reporting it to the bomb squad.

If the item remains a suspect device give a complete and accurate description of it to the bomb squad. Advice them of any critical areas nearby. Be prepared to evacuate the area if the item turns out to be an explosive device.

Assist the bomb squad in any way needed. They will know a lot about bombs but will probably know little about the specialized facility, equipment, and area. Stay out of the way and keep quiet.

**Phase IV - Discovery of a Bomb**

1. Do not use two-way radios to report discovery of the bomb.

2. Evacuate the building or area, if not already completed.
3. PCS Phosphate Security will notify the FBI, Police Department and the community Fire Department, if not already done upon direction of Emergency Director and/or Incident Commander.

4. All process/operations will be shut down, if this can be done safely, after checking with the appropriate law enforcement agency.

5. Security will secure the area.

6. If appropriate and agreed to by bomb disposal experts, the search in other areas will continue.

7. Security will alert the EMS Team and the EMS Team will be located at a safe staging area.

8. Personnel will not move, shake, or jar in any way anything attached to the suspected bomb.

9. The Emergency Management Group will be placed on standby.

10. The Bomb Disposal Unit will then remove the bomb.

11. Trader personnel will not be allowed to return to the area until clearance is given by law enforcement authorities.

**Phase V - Explosion of a Bomb**

1. Injured personnel will be moved in accordance with PCS Phosphate’s Medical Treatment and Hospital Coordination Procedure.

2. PCS Phosphate’s Fire Procedure will be followed in responding to the fire.

3. PCS Phosphate’s Security will call the FBI and Police Department, if not already notified.

4. PCS Phosphate’s Security will secure the area.

5. PCS Phosphates Public Relations Coordinator will follow the Emergency Public Information Procedure.
Bomb Threat Call Check List (Attachment 1)

Time and Date Reported: __________________________

How Reported: __________________________

Exact Words of Caller: __________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Questions to ask:
1. When is the bomb going to explode? __________________________
2. Where is the bomb right now? __________________________
3. What kind of bomb is it? __________________________
4. What does it look like? __________________________
5. Why did you place the bomb? __________________________
6. Where are you calling from? __________________________

Description of Callers Voice:
Male □ Female □ Young □ Middle Age □ Old □ Accent □

Tone of Voice __________________________ Background Noise __________________________

Threat Language: __________________________

Well Spoken □ Incoherent □ Foul □ Irrational □ Taped Message Read □

Is Voice Familiar If so, who did it sound like? __________________________

Other voice characteristics: __________________________

Time Caller Hung Up: _________ Remarks: __________________________

Call Recipient Name __________________________ Company: _________ Tele: __________