



Improvised Explosive Device Awareness - Course of Actions

OVERVIEW



Improvised Explosive Devices (IEDs) can be arranged in a number of configurations, the only limitation to its design and functionality is the bomber's imagination. When the possibility of a heightened state of alert exists, the first action for awareness is identification of the suspect IED. Unattended or suspicious packages or containers could potentially contain an explosive device and should be reported to security personnel immediately. Likewise, individuals behaving suspiciously or vehicles that seem out of place could also represent an explosive threat and should be reported immediately to security personnel.

PRELIMINARY ACTIONS

Authorities, first responders, and citizens should take the following actions to strengthen the existing security posture in the event of a bomb threat:

- Most bomb threats are received by phone. Remain calm and try to obtain information necessary for responders. (Consult the attached checklists.)
- To preserve any evidence if the threat is received in a note or letter, do not handle it.
- Conduct a cursory search of the venue/facility for items or packages that may be out of place.
- Use CCTV capabilities to monitor activities inside the facility, and along the periphery of the building, after notification of a threat.
- If designated evacuation centers are established, inform the relevant personnel who will assist in the evacuation.
- Ensure the pre-designated evacuation site is clear of any potential threats, such as a secondary device. A secondary location should be identified in advance, in the event the first site is compromised.
- Be vigilant for characteristics of a suspect suicide bomber (e.g., wearing bulky clothing or coat, or attire uncharacteristic for the season; exhibiting nervousness or a distant look; sweating profusely, etc.)



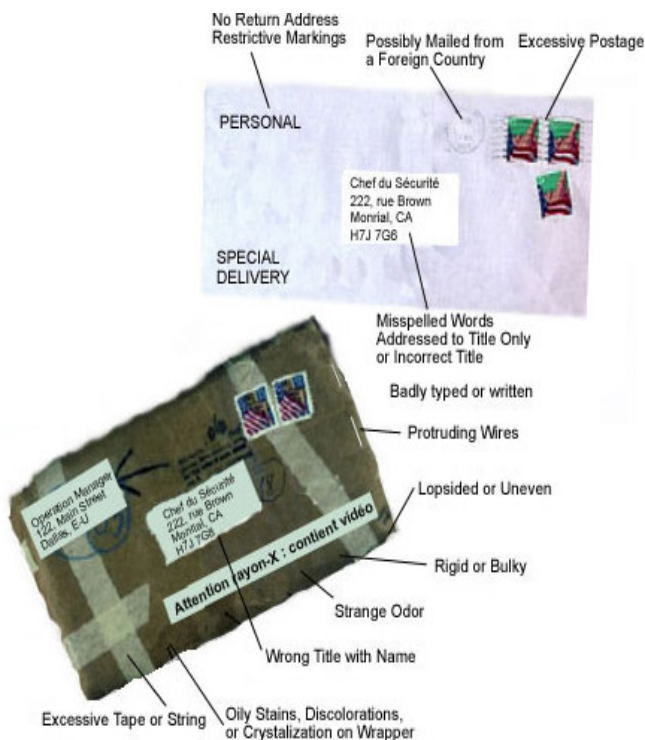
IMMEDIATE ACTIONS

The following steps are highly recommended when a suspect IED is encountered:

- Once out of the immediate area of the suspect IED, call 911 immediately;
- Employees should be trained not touch or disturb suspect items in any way;
- Immediately evacuate the surrounding area, for small packages (e.g. pipe bomb, briefcases etc.) a minimum of 300 ft is recommended;
- If the suspect IED is indoors, open all windows and doors possible to reduce overpressure and vent any potential harmful vapors (e.g. incendiary substances).
- Prior to evacuation, authorities should conduct a preliminary search of the designated evacuation site, ensuring that additional IEDs have not been placed to target those evacuating the venue.
- Do not use cellular phones or two-way radios in the immediate area of the device, since this action may cause the device to detonate.
- Remain vigilant for any additional suspicious activity.
- Identify interdependencies in the immediate area that could compound the effects of a detonation (e.g. gas lines, electric grids etc.), and consider increasing evacuation distances.



INDICATORS OF A SUSPECT PACKAGE:



Make note of the location in which the suspect package was found (e.g., briefcase in a dumpster, computer case in a hedge row, etc.)

A suspicious package will often exhibit one or more of the following characteristics:

- Strange odor (bleach, peroxide etc);
- Sound uncharacteristic of the package (ticking, humming, etc.);
- Lumps, bulges, or protrusions;
 - Inspect without applying pressure.
- Leaks, stains, or protruding wire(s), discolorations, foil, string, tape, etc.;
- Unbalanced or excessive weight, or heavy-sidedness;
- No return address or a nonsensical/nonexistent return address;
 - A possible indication that the sender wishes to maintain anonymity.

- Handwritten or poorly-typed address or improper company label;
 - Verify that the company exists and sent the letter or package.
- String wrapping;
 - Packages wrapped in string are automatically suspicious since modern packaging materials have eliminated the need for string or twine.
- Excess postage on a small package or letter;
 - This indicates that the object was not weighed by the post office.
- Any foreign writing, address, or postage;
- Restrictive marking such as Confidential, Personal, etc.;
- Handwritten notes, such as, "Your lucky day is here," "prize enclosed," etc.;
- Improper spelling of common words, names, places, or titles;
- Generic or incorrect titles; or titles without names;
- Unexpected or unscheduled delivery; hand delivery of package or "dropping off" the package "for a friend";
- Arrival of package before or after a telephone call from an unknown person asking if the item was received.

FOLLOW ON ACTIONS

The following actions are vital, since the possibility for an additional incident cannot be eliminated:



- Conduct immediate review of any video or pictures captured by CCTV system.
- Attempt to gain information from those evacuated regarding what they may have witnessed.
- Immediately record any details from witnesses for law enforcement needs.
- Determine if evacuees took any videos or photos prior to the attack, and attempt to obtain that documentation for evidentiary purposes for the authorities.
- Look for anyone monitoring the response and notify responding law enforcement authorities of these actions.. (e.g. videoing the site, conducting time checks, taking notes, monitoring radio traffic with a scanner etc.)

BOMB THREAT CHECKLIST

Exact words of threat:

Time of call: _____

Number where phone call was received: _____

Ask in order:

1. When will it explode?

2. Where is it located?

3. What does it look like?

4. What kind of bomb is it?

5. What will make it explode?

6. Did you place the bomb? _____ Why?

7. What is your name?

8. Where are you?

Caller's voice:

- Accent
- Angry
- Calm
- Clearing throat
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised

- Distinct
- Excited
- Familiar, like: _____
- _____
- Female
- Laughter
- Lisp
- Loud
- Male

- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

Background sounds:

- Animal
- Booth
- Clear
- Factory machinery

- House
- Kitchen
- Local
- Long distance

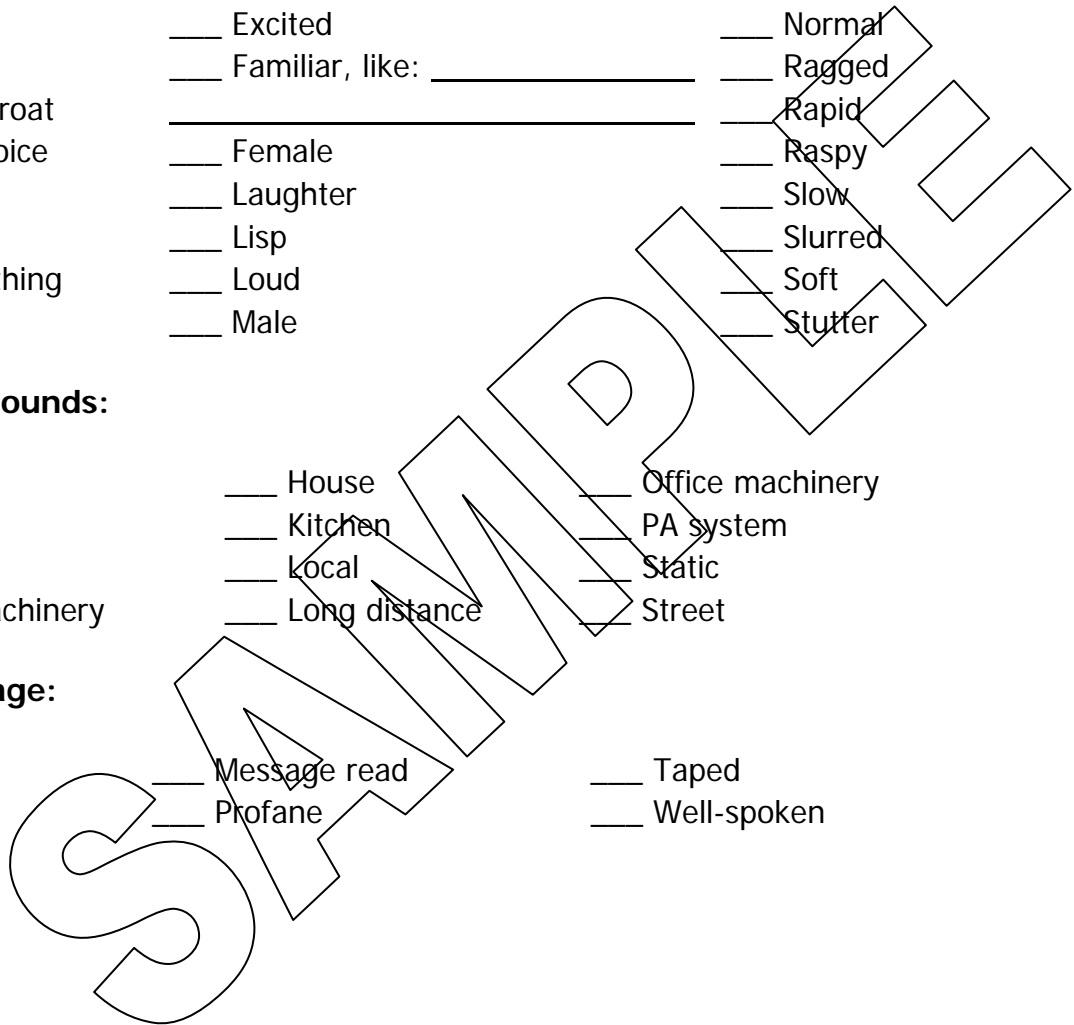
- Office machinery
- PA system
- Static
- Street

Threat language:

- Incoherent
- Irrational

- Message read
- Profane

- Taped
- Well-spoken



BOMB THREAT CHECKLIST

Telephone Procedures

DATE: / /
AM/PM

TIME RECEIVED: : AM/PM

CONCLUDED: :

- REMAIN CALM, BE COURTEOUS, DO NOT INTERRUPT, AND LISTEN TO THE CALLER
- GET ATTENTION OF ANOTHER PERSON - GIVE NOTE SAYING "CALL POLICE - BOMB THREAT" **9-911**
- IF YOUR PHONE HAS CALLER ID DISPLAY, RECORD NUMBER OF INCOMING CALL
- _____
- WRITE DOWN EXACT WORDS OF THE CALLER AND THREAT
- DON'T HANG UP THE PHONE. LEAVE LINE OPEN
- NOTIFY A SUPERVISOR

TRY TO KEEP THE CALLER ON THE PHONE AND TALKING BY ASKING THE FOLLOWING QUESTIONS:

1. WHEN WILL IT EXPLODE? AT WHAT TIME?

2. WHERE IS IT LOCATED? WHAT FLOOR? ROOM?

3. WHAT DOES IT LOOK LIKE?

4. WHAT KIND OF BOMB IS IT?

5. WHAT WILL SET IT OFF?

6. WHY ARE YOU DOING THIS?

7. WHO ARE YOU?

8. ARE YOU AWARE THAT IT COULD KILL OR INJURE INNOCENT PEOPLE IN ADDITION TO THOSE YOU INTEND TO HURT?

DESCRIPTION OF CALLER (check all that apply)

Sex: Male _____ Female _____ Unknown _____ Approximate Age _____

Voice	Speech	Language	Behavior	Background Noises
<input type="checkbox"/> Clean	<input type="checkbox"/> Accented	<input type="checkbox"/> Educated	<input type="checkbox"/> Agitated	<input type="checkbox"/> Airport
<input type="checkbox"/> Distorted	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Foreign	<input type="checkbox"/> Angry	<input type="checkbox"/> Animals
<input type="checkbox"/> Loud	<input type="checkbox"/> Distinct	<input type="checkbox"/> Foul	<input type="checkbox"/> Blaming	<input type="checkbox"/> Baby
<input type="checkbox"/> Muffled	<input type="checkbox"/> Fast	<input type="checkbox"/> Intelligent	<input type="checkbox"/> Calm	<input type="checkbox"/> Birds
<input type="checkbox"/> Nasal	<input type="checkbox"/> Hesitant	<input type="checkbox"/> Irrational	<input type="checkbox"/> Fearful	<input type="checkbox"/> General Noise
<input type="checkbox"/> Pitch-High	<input type="checkbox"/> Lisp	<input type="checkbox"/> Rational	<input type="checkbox"/> Laughing	<input type="checkbox"/> Guns Firing
<input type="checkbox"/> Pitch-Med	<input type="checkbox"/> Slow	<input type="checkbox"/> Slang	<input type="checkbox"/> Nervous	<input type="checkbox"/> Gymnasium
<input type="checkbox"/> Pitch-Low	<input type="checkbox"/> Slurred	<input type="checkbox"/> Uneducated	<input type="checkbox"/> Righteous	<input type="checkbox"/> Machinery
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Stuttered	<input type="checkbox"/> Unintelligible	<input type="checkbox"/> Other:	<input type="checkbox"/> Music
<input type="checkbox"/> Raspy	<input type="checkbox"/> If Accented,	<input type="checkbox"/> If Foreign,		<input type="checkbox"/> Party
<input type="checkbox"/> Smooth	Describe:	Describe:		<input type="checkbox"/> Quiet
<input type="checkbox"/> Soft				<input type="checkbox"/> Restaurant
<input type="checkbox"/> Squeaky				<input type="checkbox"/> Talking
<input type="checkbox"/> Unclear				<input type="checkbox"/> Tavern/Bar
<input type="checkbox"/> Other				<input type="checkbox"/> Television
				<input type="checkbox"/> Traffic
				<input type="checkbox"/> Train
				<input type="checkbox"/> Typing
				<input type="checkbox"/> Water/Wind
				<input type="checkbox"/> Other:

Name of Person Receiving Call:

Phone Number Threat Was Received On:

Name of Possible Suspect:
