



Effective: 07/19/1999
Last Revised: 09/15/2019

**CSU FULLERTON POLICE DEPARTMENT
GENERAL ORDER NUMBER 8-3 [CALEA 46.1.2, 46.2.1a]**

BOMB THREATS

SUBJECT: Bomb Threats

PURPOSE: To provide a procedure to be followed in the event a bomb threat is made to the University and for coordination of internal and external departments and agencies for such an incident.

POLICY: It shall be the policy of this Department to consider all bomb threats received to be legitimate and to handle all such calls in a manner to insure the safety of any individuals in the effected area.

PROCEDURE:

I. Receiving threat information:

- A. The Police Department is the investigating agency for all threats made against the University or against individuals on campus.
- B. All threats received by a University employee shall be reported to the Police Department. The dispatcher, upon receiving such a call, shall complete the following actions:
 1. Complete the Bomb Threat Caller's Report form.
 2. Notify the Watch Commander of receipt of the bomb threat.
 3. Keep the informant/caller on the telephone for further questioning and possible interview by the Watch Commander or Police Officer.
 4. Complete a CAD entry:
 - a. If on landline, attempt to keep the Reporting Party on the phone for as long as possible to obtain specifics of the threat.
 - b. Who is the caller
 - c. What relationship he/she has to the location (disgruntled student/faculty/staff)
 - d. What type of device the caller wants to detonate (pipe bomb, car bomb, etc.)
 - e. What the device looks like (in a backpack)
 - f. Where it is located (in the quad, under a bench, etc.)
 - g. When the approximate time the caller plans on detonating the device.
 - h. Why does the caller want to detonate a device at the aforementioned location.

II. Police Department response to bomb threat:

- A. The Watch Commander will complete the following actions as necessary upon notification of a bomb threat made against the University.
1. Review and evaluate the threat information received.
 2. Alert patrol officers of the bomb threat and assign a unit to interview the informant notify the explosives detection K9 of the situation and have them immediately respond if necessary.
 3. If there is a specific location of a bomb threat, like a building, have officers conduct a mandatory evacuation that location from the DOJ/DHS bomb threat standoff card. If there is no specific location other than the general campus, the WC can request the school to be evacuated and the bomb detection K9 can request additional resources for a general sweep of the university.
 4. If the specific threat area is outside of the mandatory evacuation zone, have students/faculty/staff can shelter in place until there is no longer a threat.
 5. Once the specific location is evacuated, allow the explosives detection K9 to conduct a protective sweep of the area to determine if there is a credible device.
 6. If the bomb detection K9 does not locate a device or alert to the K9 handler the presence of explosives, the bomb detection K9 will notify the WC that the scene is safe.
- B. Based on information developed, the Watch Commander after consultation with the Chief or Command staff will recommend either a termination of the event or the upgrading of the Police Department response. The upgraded response can include:
1. Request for additional resources/personnel to conduct a general search if a device is located or the bomb detection K9 alerts to the handler the presence of explosives, obtain the exact location of the alert, and immediately evacuate the area. Notify the bomb squad.
 2. Evacuation of the area, or floor, or the entire building.
- C. If an upgraded response is required:
1. The Chief will advise the President or his alternate and consult with the senior University administrator.

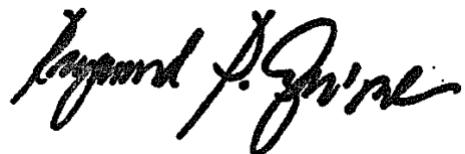
2. Upon the determination by the senior administrator to evacuate, the Watch Commander will implement the evacuation order.
 3. The Watch Commander may, at his/her sole discretion, order evacuation whenever he/she deems it necessary for the public safety. The Watch Commander may determine an appropriate response based on consulting with explosives detection K9 handler.
 4. Such actions shall be transmitted to the Chief of Police as soon as possible and prior to such action, if possible.
- D. Upon implementation of an evacuation order, the following steps will be taken:
1. A command post shall be immediately established and the Incident Command System will be utilized.
 2. The Emergency Management Coordinator will be advised and will provide any required assistance.
 3. The Watch Commander will assume command of the command post until properly relieved by higher authority and make all assignments for searching and crowd control.
 4. The Watch Commander will advise the Dispatcher of the resources needed, including:
 - a. Parking personnel;
 - b. Facilities Operations Resource Teams;
 - c. The Fullerton Police Department;
 - d. The Fullerton Fire Department; and/or
 - e. Staff personnel of the University;
 - f. Orange County Sheriff Department (OCSD) bomb squad;
 5. The Watch Commander may have the dispatcher advise the following agencies of the circumstances of the incident:
 - a. Fullerton Police Department;
 - b. Fullerton Fire Department;
 - c. Strategic Communications;
 - d. Student Health Center;
 - e. Facilities Operations;
 - f. Central Plant;
 6. Notification of occupant(s) in the area/building will be accomplished by:
 - a. Personal notification by Police Officer(s);
 - b. By telephone via the Dispatcher; and/or
 - c. By utilizing the fire alarm evacuation system.
 7. The Watch Commander will confirm the evacuation of the building.
 8. The Officer in Charge/Watch Commander will:
 - a. Establish a perimeter around the incident area or building.

- b. Establish search teams utilizing officers, building marshals and volunteer employees.
 - c. Assign search areas utilizing an organized pattern.
9. The Orange County Sheriff's Bomb Squad shall be notified of any device or a positive alert from the bomb detection K9 located. All radio operations will be terminated upon location of a device.
10. Upon completion of the incident and determination the building is safe to reoccupy, the Watch Commander will advise the officer in charge of the command post to secure all posts. The officer in charge of the command post will make an announcement to all units that the incident has ended and the building is open to public use.
11. The assigned patrol officer will complete a crime report and the Watch Commander will complete a supervisory critique (after action report) which shall include staffing deployment, notification, search and evacuation and incidents requiring supervisory or administrative action. The supervisor's critique will be forwarded to the Command Staff as soon as possible.

REVIEWED BY:

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APPROVED:



Raymund Aguirre
Chief of Police

ATTACHMENT: Bomb Threat Caller Report