



# KENTON COUNTY EOP INCIDENT SPECIFIC PLAN

## HOMELAND SECURITY PLAN – APPENDIX 2

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### KENTON COUNTY, KENTUCKY – HOMELAND SECURITY PLAN

## APPENDIX 2

## BOMB THREATS

### I. SITUATION AND ASSUMPTIONS

- A. There are two types of bomb threats:
  - 1. Hoax
  - 2. Confirmed
- B. Bomb threats are normally made by phone or mail. They may also be transmitted electronically. Rarely are they made in person.
- C. All bomb threats must be treated as real until proven otherwise.
- D. The Bomb Threat Report Form (TAB 2-1) will be filled out as the threat is received, or immediately afterward.
- E. Bombs may be sent by mail, delivery service, or placed on site by an individual.
- F. For purposes of this Appendix, the term bomb shall include persistent irritant devices, i.e., Tear Agents, Oleoresin Capsicum, etc.

### II. MISSION

- A. To provide the mechanism for recording and reporting bomb threats, and to assist in preparing an appropriate response to them. This is particularly applicable to government offices and facilities.

### III. DIRECTION AND CONTROL

- A. The Building Manager, or Safety Director, is responsible for coordinating a search for a bomb in response to a threat.
- B. Each individual is responsible for searching his/her area for the bomb and reporting any suspicious objects to a supervisor before evacuating.
- C. The Building Manager or Safety Director may order an evacuation of the building upon receipt of the threat or upon locating a suspicious package or device.

### IV. CONCEPT OF OPERATIONS

- A. The building supervisor will be immediately notified of the bomb threat. He/she will have the occupants of the area search their areas for any suspicious objects. Whether a bomb or suspicious object is found or not, the area will be evacuated until after the deadline for the explosion of the bomb.
- B. The local police and fire departments will be notified, but will not take part in the search. Personnel familiar with the building will conduct the search.



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- C. Only when a possible bomb is located will the appropriate emergency response agencies enter the building.
- D. If a device is found the bomb threat becomes a law enforcement matter. Even if a bomb is not found, law enforcement should be notified as soon as practicable. All documentation should be made available to them at the time of reporting.
- E. Direction and control of all activities at a bomb scene declared a terrorist event will be assumed by the local law enforcement until KSP and the FBI respond.
- F. If no bomb is found after the initial search and no explosion takes place in the indicated time period, the building will be searched again before returning to normal operations.
- G. When the building is evacuated, all personnel will report to designated assembly areas. They may remain there until their normal end of shift, or the building is declared safe to enter.
- H. Maintenance personnel should be used to search all public areas in, and around, the building.
- I. The explosion of a bomb in or near a building should be treated as a fire emergency.
- J. The Incident Command System (NIMS) will be used in response to a bomb threat, or explosion.

### V. TABS

- 2-1 Bomb Threat Report
- 2-2 Bomb Threat Procedures During Working Hours
- 2-3 Bomb Threat During Non-working Hours
- 2-4 2-4Bomb Threat Procedures, Suspicious Package Found