



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.)



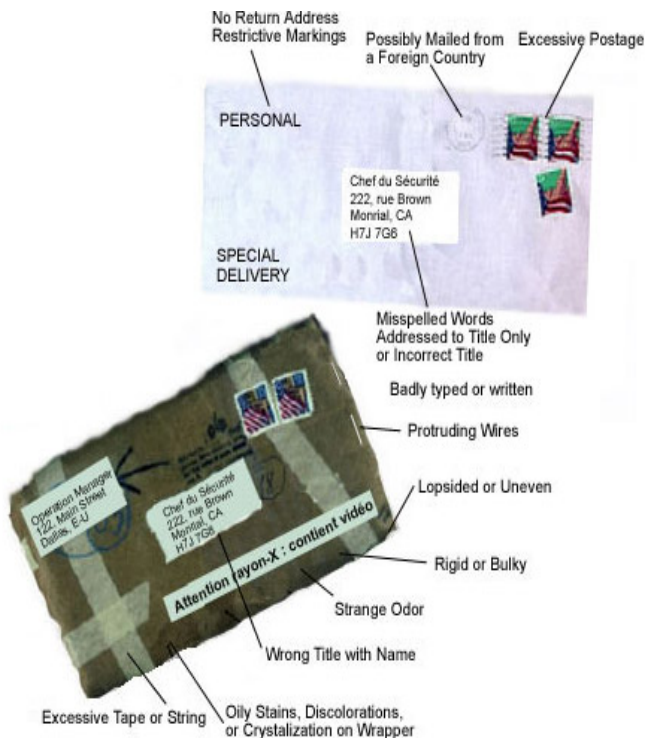
IMMEDIATE ACTIONS

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.)

Check List for Telephone Bomb Threat

EXACT TIME & DATE OF CALL:

EXACT WORDS OF CALLER:

Ask them to repeat the message, if necessary, and write as much as possible.

Keep calm.

Keep talking.

Don't hang up.

Signal a coworker to get on an extension and/or notify supervisor, contract guards, or the local police.

ASK WHEN AND WHERE THE BOMB IS GOING TO EXPLODE? :

ASK WHAT THE BOMB LOOKS LIKE? :

ASK WHAT TYPE OF A BOMB IS IT? :

ASK WHAT WILL CAUSE IT TO DETONATE? :

ASK WHY THEY ARE DOING THIS? :

ASK WHERE ARE YOU CALLING FROM? :

TRY TO GET CALLERS FULL NAME:

TRY TO GET CALLERS EXACT LOCATION AND PHONE NUMBER:

LISTEN CAREFULLY TO THE VOICE; NOTE WHETHER IT'S A MAN OR A WOMAN;
PITCH, ACCENT; CIRCLE THE FOLLOWING:

Calm	Slow	Nasal	Angry	Broke
Stutter	Disguised	Lisp	Sincere	Rapid
Giggler	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

IF THE VOICE IS FAMILIAR, WHO DID IT SOUND LIKE? :

BACKGROUND NOISES HEARD: (e.g. cars, train, etc.)

ANY OTHER PERTINENT INFORMATION:

PERSON RECEIVING CALL:

TELEPHONE NUMBER CALL RECEIVED AT:

NOTIFICATION TO IMMEDIATE SUPERVISOR (TIME/DATE) :

PRINT OUT AND WRITE IN ALL THE EMERGENCY NUMBERS FOR YOUR BUILDING.

TAPE THIS CARD ON YOUR DESK BY YOUR PHONE OR SOMEWHERE ELSE CLOSE TO YOUR PHONE FOR HANDY REFERENCE

EMERGENCY PHONE NUMBERS

BUILDING SECURITY:

POLICE/SHERIFF:

FIRE DEPARTMENT:

AMBULANCE:

HEALTH UNIT: