

POLICY & PROCEDURES

CHAPTER:	3	Institutional Operations	3.2.6
SECTION:	2	Safety and Emergency Procedures	EFFECTIVE DATE: 7 / 21 / 2020
SUBJECT:	6	BOMB THREATS	
STANDARDS: ACA – 4 – ALDF: 1C-05 (M)			
APPROVED:			REVIEW DATE: 7 / 21 / 20
Dale Glass _____ COMMISSIONER OF CORRECTIONS			REVISION DATE: 7 / 30 / 20
Rescind: 3.2.6 dated 6/18/03 Cancel:			

I. POLICY

It is the policy of the St. Louis City Division of Corrections to establish a procedure for handling a bomb threat against the institution.

II. RESPONSIBILITIES

All facility assigned staff, contractors, and volunteers are responsible for adhering to the following procedures:

III. DEFINITIONS

Bomb Threat: Generally defined as a threat, usually verbal or written, to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists.

IV. PROCEDURES

A. General Information

1. A bomb threat received in the facility will be documented on a Bomb Threat Check List Form.
2. Staff may inform a Bomb Threat caller that the detonation of a bomb in a building occupied by people could result in death or serious injury to many innocent people.

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3. The *correct* means of contacting employees during a bomb threat is by telephone. The use of radio is discouraged unless absolutely necessary, (*see DOC #3.1.15*).
4. Inmates are not advised of bomb threat in the facility unless directed to do so by the Detention Center Superintendent/designee.
5. Bomb Threat Check List Forms are placed in areas of the facility designated by the Detention Center superintendent/designee. Unit heads will have Bomb Threat Check List Form in their work units.
6. The *St. Louis Metro Police Department* is notified of all bomb threats called into the facility.

B. Receiving Bomb Threats

1. Any Correctional staff receiving a bomb threat phone call will stay calm and not panic; make a note of the date and time of the day, record every word the caller says and do everything to keep the caller on the line and talking.
2. The Correctional staff will obtain a Bomb Threat Check List or other writing tablet and, writes down the information to the questions outlined on the Bomb Checklist, to include the following:
 - a. When is the bomb going to explode?
 - b. Where is the bomb right now?
 - c. What does the bomb look like?
 - d. What kind of bomb is it?
 - e. What will cause the bomb to explode?
 - f. Did the caller place the bomb?
 - g. Why was the bomb placed?
 - h. What is the caller's address?
 - i. What is the caller's name?
3. While listening to the caller, the Correctional staff notates the caller's gender, race, and age, any background noises, type of language used, and any

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- distinguishing characteristics to the caller's voice or word choice on the Bomb Threat Checklist.
4. The Correctional staff records the time and length of the call on the Bomb Threat Checklist.
 5. If the call comes into a phone equipped with Caller ID and the phone number shows on the caller ID, the Correctional staff writes the phone number on the Bomb Threat Checklist.; otherwise ask the phone number the caller could be reached.
 6. After the call is completed, the Correctional staff immediately phones and notifies the Shift/Area Supervisor.
 7. The Supervisor takes the following steps:
 - a. Notify the Detention Center Superintendent/designee and/or Officer of the Day;
 - b. Notify Unit Managers and/or Area Supervisors who informs their assigned staff via Telephone, of the bomb threat,
 - c. Order to place all Housing/Dormitory Units on lockdown and conduct a head count,
 - d. Direct the Master Control to secure all perimeters and entrance doors and override all Control Panels, (see DOC # 3.1.16: Facility Entrance).
 - e. Directs the CERT squad to stand by ready to assist local law enforcement in searching the facility, if requested to assist.
 8. The Supervisor contacts the St. Louis Metro Police Department by telephone and advises them of the bomb threat; obtain any recommended course of action and act on it.
 9. The Supervisor directs custody staff via telephone to begin search for any suspicious object in their work areas, using the bomb search techniques as provided in Procedure B, item #2 below.
 10. The Supervisor dispatches Correctional Officers to key facility locations to conduct movement control if necessary

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C. Searches of the Facility and Bomb Search Techniques

1. The St. Louis Metro Police Dept. will conduct the bomb searches of the facility and will be assisted by custody staff if requested.
2. Correctional staff will search their posts for suspicious objects and will use the following techniques:
 - a. Avoid turning any lighting or fire source items off or on,
 - b. Listen for any unusual sound,
 - c. Visually divide the room into 4 sections: floor to waist, waist to chin, chin to ceiling, false ceiling,
 - d. Visually look for items that appear to have been tampered with, items not in their usual place, or generally appears suspicious,
 - e. Carefully open drawers and lockers.
3. The Correctional staff notifies the Master Control Supervisor via telephone when their area is clear or if they find any suspicious object.
4. The Master Control Supervisor logs all of the areas searched in Master Control Log and notifies via telephone, all relevant information to the Shift Supervisor and if the search is completed.

D. Discovery of a suspicious Object or a Bomb

1. Correctional staff finding a suspicious object or a bomb immediately notifies the Shift/Area Supervisor, and:
 - a. Identify the location of the suspicious object,
 - b. Provide a description of the object, and
 - c. Maintain safety distances from the suspicious object, until the arrival of bomb technicians.
2. The Shift/Area Supervisor immediately notifies the St. Louis Metro Police Department, the Chief of Security, and the Detention Center Superintendents who notifies the Commissioner.
3. The Shift/Area Supervisor blocks off area of suspicious object with a clear zone of at least 300 feet.

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4. If a decision is made to evacuate the area of the suspected object, the Shift/Area Supervisor evacuate inmates including areas below and above the object, (See DOC #3.2.4: Facility Evacuation).
5. Upon arrival of bomb technicians, the Shift/Area Supervisor briefs and escorts them to the area of the suspicious object.
6. Once the suspected bomb has been removed, the Shift/Area Supervisor orders Correctional staff to conduct or finish bomb searches at their post (see Procedure B).
7. The Shift/Area Supervisor orders a shakedown of the facility, (See DOC #3.1.12 Shakedown and Control of Contraband).
8. After the shakedown, the Shift Supervisor directs Correctional staff to return to normal operations when directed by the Detention Center superintendent/designee.
9. The Shift/Area Supervisor completes an Incident Report. (See DOC #3.1.10: Incident Report).

E. Bomb Threat Drill Plan

Bomb Threat drills will be conducted every twelve (12) months or as often as recommended by the Safety Officer, and is documented.