

THE CITY OF KETTERING

BOMB THREAT PROCEDURE

The following procedure is designed to assist the City of Kettering personnel in handling bomb threats.

DEFINITION:

Bomb Threat: A written or verbal threat that an explosive device(s) located on City property will detonate.

NOTIFICATION OF BOMB THREAT:

The Kettering Government Center operators will receive most telephone bomb threats and, therefore, these personnel should be trained in the proper procedure. It is important that the person receiving the telephone call plead with the caller to gather as much information as possible. For example, personnel should say: "I am sure you don't want to kill any innocent people; please tell me where the bomb is...tell me when it is supposed to go off." Follow the F.B.I. format for collecting the bomb threat information (see attached sample form).

In the event that a written bomb threat is received, notify the Kettering Police Department immediately.

RESPONSE TO A BOMB THREAT:

Upon receiving a bomb threat, notify the Kettering Police Department and immediately relate the information you obtained during your conversation. If possible, fill out the F.B.I. bomb data format and give it to the Kettering Police Department.

When any department/individual receives information regarding a bomb threat, he/she will notify: (1) Kettering Police Department, (2) City Manager or designate, (3) Fire Chief or designate.

The City official should assemble City personnel. If indicated, start search operations awaiting arrival of police. Police officers will supervise and assist in search operations. However, the department will be expected to provide most of the personnel for this function. If a suspicious object or package is found, do not touch, handle or move the package/object. Evacuate the area and notify the police. On their arrival, inform them of the object and its location.