

# Cape Elizabeth Fire Department Policy & Procedure Manual

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<b>Policy:</b>	<b>Bomb Threats</b>		
<b>Section:</b>	7.800: Communications		
<b>Policy #</b>	7.826	<b>Date Effective:</b>	07-01-2009

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If a dispatcher receives a bomb threat they will immediately dispatch all available police units to the location of the bomb threat. The dispatcher should try to gain as much information from and about the caller reporting the bomb threat.

If the caller is reporting that a bomb threat has been made to them, gain as much information as possible about the bomb threat and the person calling: any caller information, type of bomb, location of the bomb, actions that may cause a detonation of the bomb, etc. If evacuation is feasible and the caller is at or in the location they should be directed to calmly have all persons exit the building in an orderly fashion and group together in a safe location away from the building. Make sure to get a description and name of the caller reporting the threat and have them stand by in a location where they can meet with the responding officers.

**DO NOT state over the air that you have a bomb threat. Advise the officers of a 10-71 and the location.**

**Notify the Police Chief, Police Captain & Chief's Group of the bomb threat immediately via Pagegate.**

As directed by responding Police Officers, Police Chief, Police Captain or Fire Chief the Fire Department should be dispatched to their stations for a standby.

Units will stage at their stations and no personnel will respond direct to the scene, unless directed by the Police Department or a Chief Officer. No inquires by telephone should be responded to unless the caller is a Police or Fire administrator.