
17.0 TERRORISTIC THREATS

17.01 PURPOSE

- A. The purpose of this policy is to provide guidelines in the event of a bomb or terroristic threat within the Town of Jackson. It should be noted each situation is different and it is impossible to make a plan that fits every scenario.
- B. The following is a guideline for how a terroristic threat is handled in Teton County Schools. This guideline can be interchangeable with other similar incidents.

17.02 BOMB OR TERRORISTIC THREAT RECEIVED

- A. In the event a bomb or terroristic threat is received by a member of the school staff:
 1. School Staff should *immediately* contact the Law Enforcement Communications Center at 911 or 733-2331.
 2. School staff should contact the principal, superintendent, or highest-ranking school official available, as soon as possible.
 3. School staff shall implement the school's response plan without delay.
 4. The Law Enforcement Communications Center should contact the Chief of Police and the Teton County Sheriff as soon as practical.
 5. All cellular phones and electronic devices should be turned off *immediately*.

17.03 INCIDENT COMMAND

- A. The Incident Command Team should consist of the highest ranking law enforcement officers or designee(s) in whose jurisdiction the school is located, the superintendent of schools, and the school principal and the Fire Chief, where appropriate.
- B. In the absence of the superintendent and/or principal, the two (2) highest-ranking school officials or designees shall serve on the team.
- C. The incident command team will consider the totality of the circumstances available and make decisions as to what action(s), if any, should be taken.
- D. In the event evidence of a crime or potential crime is located, law enforcement will take charge of that area.

17.04 NON-SPECIFIC THREAT

- A. A non-specific threat is a threat that lacks detail, such as a note in a bathroom stall, a note on a desk that suggests a bomb is in the school, or an anonymous phone call. A non-specific threat does not give specific information about times, locations, explosive material, motive, targets, etc. It is in essence a "generic" threat.
- B. If a non-specific threat is received, the school staff members on the incident command team will determine if the school should go into a state of lock-down or if evacuation is necessary.
- C. If it is a hard-wired system, the school intercom system may be used to notify teachers and school staff if the school is to be locked down or evacuated.
- D. During a lock-down, students should not be permitted to leave the classroom.
- E. Each teacher, counselor, administrator, and school employee should inspect their own rooms and areas of familiarity and responsibility for any items that seem suspicious or out of place. If something suspicious is located, see section below labeled "Suspicious Package."

- F. Common areas in the school should be inspected by a law enforcement officer teamed with a member of the school staff.
- G. If nothing is found, the incident command team members will determine if further searching of lockers or other areas is necessary. They will also consider if additional resources, such as a K-9 or bomb technician, are needed. If a bomb technician is needed, law enforcement will arrange for one to be called to the scene.
- H. It should be noted that since the school district is ultimately responsible for the safety of students and school district property, they can decide to evacuate the school at any time.

17.05 SPECIFIC THREAT

- A. A specific threat is a threat that gives specific information about an explosive device or felony to be committed, such as type of explosive, location, motive, time frame, targets, or any other information that gives credibility to the threat.
- B. In the event a specific threat bomb or terroristic threat is received, the school should be evacuated as soon as practical by both students and faculty.
- C. The decision to evacuate may not be immediate. If an immediate evacuation is necessary, the school may use its intercom system (if it is a hard-wired system) to make the announcement or to give other pertinent information.
- D. Each counselor, administrator, school employee, and teacher not assigned to be with students shall gather in a common area as established by the school's response plan.
- E. At the direction of the Incident Command Staff, the faculty will be escorted back into the building to inspect their own rooms and areas of familiarity and responsibility for any items that seem suspicious or out of place. If something suspicious is located, see section below labeled "Suspicious Package."
- F. Common areas in the school should be inspected by a law enforcement officer teamed with a member of the school staff.
- G. If nothing is found, the incident command team members will determine if further searching of lockers or other areas is necessary. They will also consider if additional resources, such as a K-9 or bomb technician, are needed.
- H. If a bomb technician is needed, law enforcement will arrange for one to be called to the scene.
- I. If a specific threat gives a time the bomb will go off the school should not be occupied until at least one hour after the time stated in the threat has passed.

17.06 SUSPICIOUS PACKAGE

- A. If a suspicious package or item is located, it should not be touched, examined, or evaluated. The immediate area around the item should be evacuated and no one should be permitted to enter the area.
- B. Complete evacuation should be an immediate consideration.
- C. A bomb technician should be contacted immediately by a member of the Department and nothing will be done with the suspicious item until the technician arrives.
- D. Upon arrival, the bomb technician will be included in the incident command team. After the bomb technician handles the situation and renders the suspicious package or item safe, the incident command team will determine if further action is necessary.

17.07 POINTS TO REMEMBER

- A. Remain calm. Do not panic.
- B. Do not use cell phones, radios, or other wireless communication devices.

- C. Watch for suspicious items in your work area.
- D. If suspicious packages or items are found, **evacuate the area immediately**. Do not pick up or move suspicious packages or items.
- E. Know the school's response protocol.
- F. Knew the evacuation plan and routes.

17.08 IDENTIFYING AND ASSESSING BIOLOGICAL THREATS

Personnel safety is the number one priority in handling any suspected bioterrorism event.

- A. First Responders must:
 - 1. Perform a scene survey (size-up) that includes a risk assessment of the threat for an improvised explosive device (IED) prior to approaching any suspicious package.
 - 2. If an explosive threat exists, or an explosion has occurred, evaluate the scene for a secondary IED.
 - 3. If an explosive threat exists, it will take precedence over any biological threat until rendered safe.
- B. Do Not Touch
 - 1. Do not touch, move, or open any suspicious package until a risk assessment on the package can be performed in coordination with hazardous materials (HAZMAT) personnel!
- C. Notify Appropriate Personnel
 - 1. Notify appropriate personnel when a potential threat is identified. Other agencies have many resources to aid in the event. Dispatch has the contact information for all agencies. This should include:
 - a. Chief of Police
 - b. FBI
 - c. Teton County Emergency Management
 - d. Teton County Public Health
 - e. Jackson Hole Fire/EMS
- D. Assess the hazard by:
 - 1. Gathering information from the reporting party, bystanders, witnesses, and any other first responders.
 - 2. Determine who has physically had contact with the package and detain them as appropriate.
 - 3. Conducting an initial evaluation of the package. Consider using binoculars while standing a safe distance away from the suspicious package.
- E. Determine the answers to the following questions:
 - 1. Was the package accompanied by a verbal or written threat?
 - 2. Is the package opened, leaking, giving off an odor, or have any suspicious marking?
 - 3. If the package is open, was any substance released from the package?
 - 4. Is anyone who touched the package feeling ill?
 - 5. Is the package making noise?
 - 6. Are there any wires protruding?
- F. If the answers to all assessment questions are “NO”.
 - 1. Law enforcement should appraise the incident and determine the removal or disposal of the package.
 - 2. The package should be placed in a sealable plastic bag and double-bagged.
 - 3. Anyone who touched the package should thoroughly wash hands or affected area with soap and water.

G. If the answers to all assessment questions are “YES”.

1. Establish incident command and ensure notifications to FBI, Hazmat, Public Health, and EMS are initiated.
2. Request special assistance (i.e., Bomb Squad, Regional Response Team or Civil Support Team)
3. Control the scene and preserve evidence.
4. Shut down the building ventilation system if there could have been a substance release.
5. Use barrier tape to cordon off open areas.
6. Isolate those who have been exposed or potentially exposed and consider shelter-in-place as an initial tactical consideration. Do not evacuate the building unless an immediate threat is evident.
7. Identify and list the names of anyone who may have been exposed to the suspicious substance so they may be contacted when the laboratory test results are available or if there is other additional information.
8. Consider location and well-being of those unexposed or unlikely exposed. Non-victims may need to be gathered for interviews, or to receive information from public health or other officials to inform and allay fears.
9. Consider assigning a Public Information Officer (PIO).

17.09 POTENTIAL THREAT SCENARIOS

- A. Letter/container with unknown powder-like substance and threatening communication.
 1. Since there is an articulated threat, it is likely that the substance was intentionally introduced into the package in an effort to validate that threat.
 2. An articulated threat itself (with or without the presence of a suspicious substance) may be a Federal crime and may also constitute a violation under State and Local statutes.
- B. Under NO CIRCUMSTANCES should an unprotected responder, such as a law enforcement officer, attempt to open a package of an unknown substance.
 1. If this incident involves an unopened container such as a box, it must be evaluated by certified bomb technician/explosives ordinance disposal personnel prior to being handled by HAZMAT.
- C. Letter/container with a threat but no visible powder or substance present.
 1. Merely threatening the use of a chemical or biological agent may be a violation of Federal law and merits investigation.
 2. Although no powder may be visible to the eye, there could be trace amounts of material present that could represent a health risk and also provide critical forensic evidence required to further the investigation and prosecution.
- D. Letter/container with unknown powder but no articulated threat.
 1. If a reasonable and defendable explanation can be given as to the source of the substance, that there is no articulated threat, and that no one is ill, then no further actions are necessary.
- E. Letter/container arrives with no powder, no threat but the recipient is concerned about the package.
 1. No investigative actions are necessary in this matter.
 2. However, if other threat indicators are present such as excess postage, misspelled names, unusual odors/colors, etc., the United States Postal Inspection Service should be notified to evaluate it for potential hazards.

17.10 DECONTAMINATION*Decontamination Guidelines for Personnel Exposed to a Suspicious Package Containing Substance or Accompanied by a Threat*

- A. Package unopened:
 - 1. Thoroughly wash hands or affected area with soap and water
 - 2. Public Health Department may be notified for further assistance
- B. Package unopened, but leaking:
 - 1. Thoroughly wash hands or affected area with soap and water
 - 2. Shower with soap and water
 - 3. Launder clothes separately in hot water with soap
 - 4. Public Health Department may be contacted for further assistance
- C. Package opened, no obvious exposure:
 - 1. Thoroughly wash hands or affected area with soap and water
 - 2. Public Health Department must be notified
- D. Package opened, obvious exposure:
 - 1. Hands only
 - a. Thoroughly wash hands or affected area with soap and water
 - b. Change and place clothes in a sealed plastic bag
 - c. Shower with soap and water, and shampoo hair
 - d. Launder clothes separately in hot water with soap
 - e. Public Health Department must be notified
 - 2. Hands and clothes
 - a. Remove clothes and seal in plastic bag onsite
 - b. Gross decontamination by emergency service that is based on and justified by the hazard assessment
 - c. Transport to medical facility for evaluation after decontamination
 - d. Leave contaminated clothes onsite for later pick-up by Public Health or another appropriate agency.

TERRORISTIC THREAT QUICK REFERENCE GUIDE

- 1. School staff should *immediately* contact the Law Enforcement Communications Center at 911 or 733-2331.
- 2. School staff should contact the principal, superintendent, or highest-ranking school official as soon as possible.
- 3. School staff shall implement the school's response plan.
- 4. Law Enforcement Communications Center should contact the Chief of Police and/or the Teton County Sheriff, as soon as possible.
- 5. All cellular phone and electronic devices should be turned off immediately.
- 6. The incident command team shall meet, as soon as possible, and determine if the threat is specific or non-specific.
- 7. If the threat is non-specific, the designated school representative will determine if the school should be evacuated or if locking the school down is sufficient.
- 8. If the threat is specific, the school should be evacuated as soon as practical.
- 9. If the threat gives a time a bomb will go off, the school should not be occupied until at least one hour (1 hr.) after the time stated in the threat.

10. If directed to do so by the Incident Command Team, school faculty will look at areas of familiarity and responsibility for anything suspicious or out of place, law enforcement and school staff will look together in common areas for suspicious items.
11. If a suspicious package is located, it should not be touched, examined or evaluated. Law enforcement should be notified immediately and the designated school and law enforcement representatives should reconsider the evacuation/lock down status.
12. A bomb technician will be contacted by a member of the Department and nothing should be done with the suspicious item prior to his/her arrival.
13. If nothing is found the Incident Command Team will determine if further action is necessary.
14. The Incident Command Team will determine when the school may be used again.

The following flow chart is to be used for chemical or infectious items only, not explosive items.

Guidance - Response to Suspicious Letter/Container with Potential Biological Threat - 6/2010

