

Weapons of Mass Destruction (WMD) Awareness Training—Department Procedures

INCIDENT SUMMARY

This incident occurred in the spring at a Parks & Recreation Department mini-park: An employee was doing maintenance activities in a mini-park and he noticed a suspicious object he thought might be a bomb. Since the employee did not have access to a phone or radio and the employee noticed kids playing in the park, the employee picked up the “bomb” and put it in his vehicle to remove it away from the children. He put the “bomb” in the cab of his City vehicle and drove it to his supervisor’s work location several miles away. The police were contacted immediately at the supervisor’s worksite, and the bomb squad took it away.

DEPARTMENT PROCEDURES: CONCERNS/SOLUTIONS (*in italics*)

1. EMPLOYEE HAD NOT COMPLETED WEAPONS OF MASS DESTRUCTION (WMD) AWARENESS TRAINING

- ▶ **concern:** Although the employee had the right intention, he did not display good judgment regarding his own personal safety; and even with training, he may have responded the same way since he had did not have access to a phone or radio.
- ☑ **solution:** *Advise all employees that if they see anything suspicious – to call 911 or the supervisor immediately – NEVER pick up a suspicious object.*

2. EMPLOYEE HAD NOT BEEN ISSUED A CITY CELL PHONE OR RADIO

- ▶ **concern:** Some of the small parks do not have facilities or phones – staff who maintain these parks have not all been issued radios or cell phones (and they are being trained in the *WMD Awareness* trainings to call 911)
- ☑ **solution:** *Staff will be issued cell phones, OR radios will be installed in City vehicles (over the next several months) that allow direct access to Station 38.*

3. MINI-PARK INVOLVED WAS REFERRED TO USING 3 DIFFERENT NAMES DURING THE FOLLOW UP EFFORTS

- ▶ **concern:** On the paperwork and during follow-up calls regarding this incident, different names were used for the same park area. making follow-up efforts very confusing. (Since the “bomb” had been moved, a sweep of the same park had to be conducted that day.)
- ☑ **solution:** *Always use the park name, street address (if known), plus the closest cross streets on ALL incident reports.*

4. IMMEDIATE PROCEDURE FOR THE FIRST STAFF PERSON ON THE SCENE

- ▶ **concern:** Every employee must know how to respond if s/he is first on the scene.
- ☑ **solution:** *Review this first response summary with all employees: create a safe zone by blocking off the area using traffic cones and caution tape to keep people away from the suspicious object (need to be sure traffic cones and caution tape are available on every City vehicle), call 911 or Station 38, notify chain of command, remain at the park until help arrives, and complete the incident report. Supervisors need to ensure employees use this procedure when an incident occurs.*

5. ROLE OF ONSITE STAFF VS CITYWIDE MAINTENANCE STAFF

- ▶ **concern:** If Citywide staff locate a suspicious object – who has responsibility to handle: onsite staff or Citywide staff?
- ☑ **solution:** *The first staff person on the scene has responsibility to begin the response – Citywide staff need to report the suspicious object to onsite staff and get assistance with: (a) setting up a safe zone around the suspicious object, (b) making the 911 call and supervisor calls, and (c) completing the incident report. If **no** onsite staff is available, Citywide staff need to handle the situation (do not remove the suspicious object from the park, set up a safe zone with traffic cones and caution tape, call 911 and the supervisor, remain at the park until help arrives, and complete an incident report).*

6. RESPONSIBILITIES FOR FOLLOW UP REGARDING A PARK SWEEP

- ▶ **concern:** Since the “bomb” was removed from the area – who goes back to ensure the park is safe and bomb-free? What is the time frame to complete the sweep of the park?
- ☑ **solution:** *The Citywide District Manager (if involved) immediately notifies the District Manager responsible for the park. The District Manager responsible for the park calls the police and asks for the bomb squad to go to the park to clear it for activity, **as soon as possible** after the incident is reported (same day). If the District Manager responsible for the park cannot be reached, the Citywide District Manager has responsibility to ensure all follow up is handled (same day).*

7. RESPONSIBILITIES OF DISTRICT MANAGER LEVEL VARIES

- ▶ **concern:** If an employee calls 911, and an incident report is submitted to the District Manager, who does the District Manager need to notify and according to what time frame? Who notifies the Council District?
- ☑ **solution:** *The District Manager notifies the Deputy Director and Department Director **as soon as possible** after the incident (same day); the Department Director notifies the Council District and Deputy Chief (if warranted).*

ANY QUESTIONS?