**Mock Bomb Threat Response Guide**

1. Arrive at scene
   1. Conduct a preliminary investigation
   2. Establish a command post
   3. Request assistance
   4. Identify hazards at the scene
   5. Identify witnesses/victims
   6. Preserve physical evidence
2. Administer lifesaving efforts
   1. Evacuate the injured victims
   2. Do not move the corpses
3. Establish security control of the scene
   1. Set a perimeter
   2. Restrict access
   3. Establish a staging area
   4. Document the scene
4. Evaluate the scene
   1. Assess the safety and determine the investigative needs
   2. Conduct a search for secondary devices
5. Ensure scene integrity
   1. Create a crime scene log
   2. Create a chain of custody for evidence
6. Conduct a walkthrough
   1. Attempt to locate the seat of the explosion
   2. Collect transient evidence
   3. Reevaluate the scene perimeter
7. Secure the required resources
   1. Compile a list of witnesses and victims
   2. Obtain the required equipment
   3. Request any needed utilities such as electricity
8. Document the scene
   1. Document access to the scene
   2. Document activities, date, and times
   3. Describe the overall scene
   4. Diagram and label the scene
   5. Photograph/video the scene
9. Identify, collect, preserve, inventory, package, and transport evidence
10. Release the scene
    1. Evaluate biological, chemical, structural, and environmental hazards
    2. Identify the receiving authority
    3. Document the date and time of release, who the scene was released to, and who released it
11. Submit reports to the appropriate agencies