



Procedure Number: **OPS – 042**  
Procedure: **Bomb Threat**  
References: Emergency Operation Plan  
Approved by: Kenneth A. Willett, Director for Office of Public Safety

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## **PROCEDURE**

### **GENERAL INFORMATION**

Although the possibility of a bomb exploding on The University of Montana campus is very remote, the possibility still exists. Another consideration when planning for bomb threats is the disruption caused by "bomb hoax". Successful response and handling of any bomb threat will be dependent upon the trained response of emergency service personnel and immediate assistance from building occupants.

### **INITIAL THREAT**

1. If threat is received by University dispatcher, the dispatcher shall fill out the bomb threat card and relay the information to the Public Safety Officer(s).
2. If notice of the threat comes from an outside source, or another department or office on campus, the dispatcher shall obtain all information from the caller and forward it to the Public Safety Officer(s).
3. Once the call has been received, the Public Safety Officer(s) shall evaluate the call, make necessary notifications, and supervise the handling of the threat.

### **HANDLING THE THREAT**

Upon receipt of a bomb threat, the initial direction of emergency service personnel will be by the Office of Public Safety Director or his/her designee. Based upon the Office of Public Safety Director's recommendation, the Vice President of Administration and Finance (academic and administrative buildings) and the Assistant Dean of Students for Operations (auxiliary buildings) will determine whether or not to evacuate the building. These individuals shall make a decision as to whether or not to evacuate the building and the type of search to be conducted. The following guidelines developed by the National Bomb Center shall be used. Generally, if four of the six criteria are present, evacuation is suggested.

However, each bomb threat will be considered individually. An evacuation decision shall be made on the merits of each case.

- a. The threat is received by a news media or law enforcement agency.
- b. The caller appears to be an adult.
- c. A time element for the explosion is given.
- d. The location of the bomb is given.
- e. A warning to evacuate to avoid injury is given.
- f. A cause or reason for the bombing is stated.

### **SEARCH FOR THE BOMB**

In conducting a building search, the following search procedures will be followed:

1. COVERT SEARCH: If the building is not evacuated, supervisory personnel or custodial personnel shall be used along with Officer(s) from the Office of Public Safety to search the building without causing loss of manpower and production.
2. OVERT SEARCH: If the building is evacuated, employees or workers in the building can be utilized on a volunteer basis, to search their own areas for a bomb. This has been proven to be a very effective way of discovering unfamiliar objects.
3. TEAM SEARCH: Public Safety Officer(s) and volunteer building occupants should conduct a detailed search of the building. Of primary importance will be any items not normally found within the facility or that appears out of place.
4. SEARCH PROCEDURES: When searching the building, the search should begin with the outside and work toward the inside. Once inside, the search shall start from the lowest level and work up. Police two-way radios are to be used for receiving only. Do not transmit. If communications with dispatch is required, use a telephone.

**EXPLOSIVE DEVICE DISCOVERED**

1. Request immediate evacuation, if not already accomplished. Minimum evacuation 300 feet.
2. Open all windows and doors to minimize the destructive compression, which accompanies any explosion.
3. Request immediate bomb disposal team assistance from Missoula 911 Center.
4. Contact Facility Services to stand-by to shut down utilities to the building.
5. Assist all responding emergency service units.

**BUILDING OCCUPANT ASSISTANCE**

A critical component to any successful response to a bomb threat will come from the employees who occupy the building. Their involvement may include:

1. Correctly documenting information received in the initial bomb threat call. (Refer to Bomb Threat Report Form)
2. Assisting emergency service personnel in any search.
3. Assisting in evacuation procedures.
4. Developing in-house response procedures for their personnel. (Please forward a copy to Office of Public Safety)

**TERMINATION OF BOMB THREAT**

When it has been determined that the bomb threat is in fact a hoax, or the area is declared safe, the following should be accomplished:

1. Notify appropriate individuals and building occupants to return to normal operations.
2. Ensure a summary report is made of the entire incident.

**BOMB THREAT REPORT**

Instructions:

Be calm, courteous, and LISTEN. Do not interrupt the caller(s). Under no conditions should you touch any suspicious package or alleged bomb.

Time call received \_\_\_\_\_ AM/PM

Time caller hung up \_\_\_\_\_ AM/PM

Exact words of person placing call:

\_\_\_\_\_

Questions to Ask:

1. What does it look like? \_\_\_\_\_

2. What building is the bomb in? \_\_\_\_\_

3. When is the bomb going to explode? \_\_\_\_\_

4. Where is the bomb right now? \_\_\_\_\_

5. What kind of bomb is it? \_\_\_\_\_

6. What is your name? \_\_\_\_\_

7. Why did you place the bomb? \_\_\_\_\_

\_\_\_\_\_

Try to determine the following: (Circle as appropriate)

**Caller's Identity:**

Male Female

Adult Juvenile

Age \_\_\_\_\_ years

**Voice:**

Loud Soft High pitch Deep Raspy Pleasant Intoxicated Other (explain)

**Accent:**

Local

Not Local

Foreign Region

Explain:

**Speech:**

Fast

Slow

Distinct

Distorted

Stutter

Nasal

Slurred

Lisp

**Language:**

Excellent

Good

Fair

Poor

Foul

Other (explain)

**Manner:**

Calm Angry

Rational Irrational

Coherent Incoherent

Deliberate

Emotional

Indignant

Laughing

Intoxicated

**Background Noises:**

Office Machines

Factory Machines

Bedlam

Trains

Animals

Music

Quiet Voices

Mixed

Airplanes

Street traffic

Party Atmosphere

Person receiving calls: \_\_\_\_\_

Telephone Number received on: \_\_\_\_\_