Procedure: **Bomb Threat - Employee Response**
References: The University of Montana Emergency Operation Plan

**PROCEDURE**

**GENERAL INFORMATION**
Although the possibility of a bomb exploding on the Bitterroot College UM 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 a threat is received by BC faculty or staff, they should fill out a bomb threat form while the caller is still on the telephone. Immediately call 911 and relay all information gathered to emergency personnel. Then notify the BC Director and other staff on duty.

2. If notice of the threat comes from an outside source, or another department or office in the building, the staff or faculty member should fill out a bomb threat form with the person reporting the threat. Immediately call 911 and relay all information gathered to emergency personnel. Then notify the BC Director and other staff on duty.

**HANDLING THE THREAT**
Upon receipt of a bomb threat, staff or faculty member will notify the BC Director who will notify the RCEDA and Job Service Directors. These individuals will make a decision as to whether or not to evacuate the building. The following guidelines developed by the National Bomb Center should be used when making the decision to evacuate. Generally, if four of the six criteria are present, evacuation is suggested.

- 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.
SEARCHING FOR THE BOMB
A search for the explosive device should be performed by law enforcement or emergency personnel only.

EXPLOSIVE DEVICE IS DISCOVERED
1. Request immediate evacuation, if not already accomplished. Minimum evacuation distance should be 300 feet from the building.
2. Request immediate bomb disposal team assistance by calling 911.
4. 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 way.
3. Assisting in evacuation procedures.

TERMINATION OF BOMB THREAT
When it has been determined that the bomb threat is in fact a hoax, or the area is declared safe by law enforcement or emergency personnel, 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 is your name?

2. What does the bomb look like?

3. When is the bomb going to explode?

4. Where is the bomb right now?

5. What kind of bomb is it?

6. Why did you place the bomb?
Try to determine the following: (Circle as appropriate)

**Caller's Identity:**
- Male
- Female
- Adult
- Juvenile
- Age in 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
- Trains
- Animals
- Music
- Quiet
- Voices
- Airplanes
- Street traffic
- Party Atmosphere

**Person receiving calls:**

**Telephone Number received on:**