DB20 Directive of Response Procedures

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B20B.1 PURPOSE

The purpose of this procedure is to provide guidance to University of Montana Police Officers, Students, Staff and Facility when responding to a report of a bomb threat.

B20B.2 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 a "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.
B20B.3 INITIAL THREAT

BY PHONE

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the Bomb Threat Checklist

- Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify authorities yourself.
- If your phone has a display, copy the number and/or letters on the window display.
- Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
- Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

BY HANDWRITTEN NOTE

- Call 911 or UMPD Emergency Line (406) 243-4000
- Handle the note as minimally as possible

BY E-MAIL

- Call 911 or UMPD Emergency Line (406) 243-4000
- **DO NOT** delete the e-mail

B20B.4 HANDLING THE THREAT

Upon receipt of a bomb threat, the initial direction of emergency service personnel will be by the UM Police Officer or Supervisor on scene/their designee. Based upon the Officers recommendation, the Building Manager or Senior Building Administrator on scene will determine whether or not to evacuate the building. These individuals shall decide as to whether or not to evacuate the building and the type of search to be conducted. The following guidelines developed by the Department of Homeland Security 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 totality of the circumstances which includes but is not limited to:

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

_The more specific & detailed the threat is, the greater the chance that there is a device_

**B20B.5 SEARCH TYPES**

While searching for a device officers should turn off their portable radios and cellular phones and avoid using them while inside the building being searched.

**COVERT SEARCH:** If the building is not evacuated, supervisory personnel or custodial personnel shall be used along with Officer(s) from the University Police Department to search the building without causing loss of manpower and production.

**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.

**TEAM SEARCH:** UM Police Officers 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.

**K-9 SEARCH:** Searches that are conducted using the UMPD’s explosive detection K-9 shall be organized and managed by the UMPD K-9 handler and the on-scene supervisor.

**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 hardline telephone.

**B20B.6 SIGNS OF A SUSPICIOUS PACKAGE**

Some things to look for include but are not limited to:

• No return addresses
• Excessive postage
• Stains of any type
• Strange odor
• Strange sounds
• Unexpected delivery
• Poorly handwritten
• Misspelled words
• Incorrect titles
• Foreign postage
• Restrictive notes
B20B.7 EXPLOSIVE DEVICE DISCOVERED

If an actual device is discovered the officer on scene shall immediately request that an EMERGENCY NOTIFICATION be issued instructing people to evacuate the building in which the device has been located, buildings adjacent to the building the device was discovered in, and instructing others to stay clear of the area. In addition to this notification additional actions should be taken which include but are not limited to:

- Evacuate and place one building between you and the building you are evacuating from and encourage others to do the same.
- Contact 911 and request Fire and Medical Units respond and stage a safe distance from the scene.
- If safe and practical open all windows and doors to minimize overpressure which will accompany any explosion.
- Request assistance from the Missoula City/County Explosive Ordinance Disposal Team (EOD) by calling 911.
- Contact Facility Services and have them respond to meet with the on-scene supervisor so that they can shut down utilities to the building if/when necessary.

B20B.8 ASSISTING OTHERS

A critical component to any successful response to a bomb threat will come from the employees who occupy the building. Their involvement may include but not be limited to:

- Correctly documenting information received in the initial bomb threat call. (Refer to Bomb Threat Checklist)
- Assisting emergency service personnel in any search.
- Assisting in evacuation procedures.
- Developing in-house response procedures for their personnel. Please provide a copy of your building specific plans to the University police Department.

B20B.9 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:

- Request that dispatch send out a follow-up Emergency Notification indicating that the event is ALL CLEAR / OVER
- Notify appropriate individuals and building occupants to return to normal operations.
- Ensure a Crime Report is made of the entire incident.

B20B.10 PREPAREDNESS & PLANNING

The success or failure of any critical event is contingent upon:

- ensuring that your building has a plan
- all personnel know the plan
- all personnel have practiced the plan
Scheduling a table top exercise (TTX) can be done by contacting the University of Montana Police Department on their non-emergency line – (406) 243-6131 and ask for the Operations or Training Lieutenant. If they are not available contact the Chief of Police.

Bradley S. Giffin
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University of Montana
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