

**MISSOULA COUNTY**  
**BOMB THREAT POLICY**

**PURPOSE**

This policy and procedure is for bomb threats made against facilities of Missoula County government. The intent in most bomb threats is to create an atmosphere of anxiety and panic, which would disrupt the normal activity of the place that the device was supposedly located.

**DEPARTMENTS AND BUILDINGS AFFECTED: ALL**  
**POLICY**

- 3.1 Upon receipt of this Policy Statement, Department Heads shall:
  - 3.1.1 Select first line supervisors to be responsible for searching their area;
  - 3.1.2 Distribute the Policy Statement to these supervisors, in confidence, with attention given to Covert Search Procedure - See Attachment 1; and
  - 3.1.3 Place copies of the Threat Check List under selected phones of the Department. At a minimum, the Threat Checklist should be placed with all phones capable of receiving outside calls.
- 3.2 All department heads may be notified of a bomb threat including satellite buildings, via PBX networking.
- 3.3 Procedures to carry out response to bomb threats shall be covert and minimized to the extent that the following objectives are achieved:
  - 3.3.1 Safety of employees and the public;
  - 3.3.2 Minimal disruption of normal activities; and
  - 3.3.3 No reaction feedback to the person who made the threat, if appropriate.
- 3.4 Any evacuation resulting from a bomb threat will be conducted in the same manner as a fire evacuation. (Evacuation order must come from proper authority SEE ANNEX II.) This shall be the Sheriff, advised by a consensus team. The team shall have representatives from the Sheriff's Office.
- 3.5 All media questions shall be referred to the Sheriff's Office.

- 3.6 Mandatory training and updating for all employees shall be conducted each year. This should not take more than 1/2 hour in time.

#### **4. BUSINESS HOURS PROCEDURE**

- 4.1 The employee receiving a bomb threat shall complete the Threat Check List, immediately notify the 9-1-1 Center and then notify his/her supervisor.
- 4.2 The 9-1-1 Center shall immediately notify the Sheriff's Office and City/County EOD (Explosive Ordinance Disposal) Team. The Sheriff's Representative shall immediately meet in the Disaster and Emergency Services (hereafter "DES") Conference Room (Command Post).
- 4.3 The City/County EOD Officer and the Sheriff's Representative shall interview the employee who received the threat.
- 4.4 The City/County EOD Officer and the Sheriff or Sheriff's Representative shall decide what response actions are to be taken including evacuation and which, if any, additional emergency service agencies are to be notified.
- 4.5 The Sheriff or representative shall advise the Board of County Commissioners of the threat and the response actions to be taken.
- 4.6 If a building-wide covert (low profile) search is to be made, the Sheriff's Office will coordinate search efforts by the following:
- 4.6.1 Fan out and notify all Department Heads to conduct a search of their area; to include satellite buildings as a courtesy call.
  - 4.6.2 Search hallways, utility areas, bathrooms, storage areas, outside the building and other areas open to public access; and
  - 4.6.3 Stand watch at each building entrance and report any suspicious activity to the Command Post.
- 4.7 When instructed to do so, Department Heads shall select supervisor(s) to conduct a covert search of their area. *See Attachment 1.*
- 4.8 If the building is to be evacuated, the County Evacuation Procedure will be implemented. Assigned Sheriff's Deputies shall take stations at each entrance and prohibit persons from entering.
- 4.8.1 If Evacuation Plan is implemented, meeting places must be farther than 300 yards and not in an area that is line-of-sight to Courthouse.
- 4.9 Based on an assessment from the Sheriff or representative, he shall decide when to resume normal operations. Once this decision is made, the Sheriff shall instruct assigned Sheriff's Deputies to fan out and notify all Department Heads or evacuated employees.

## **AFTER HOURS PROCEDURE**

- 5.1 9-1-1 will immediately notify both the City Police Department and Sheriff's Office shift commanders *by telephone*.
- 5.2 9-1-1 will notify the City/County EOD Team.
- 5.3 9-1-1 will page second on-call Building Maintenance employee, who will also respond. The on-call employee and EOD Team member will conduct the building search and make a decision on whether or not to evacuate the building.
- 5.4 9-1-1 will notify the 9-1-1 Center manager, and Sheriff or Undersheriff of the bomb threat.