

Section 5. Bomb Threats

IN CASE A BOMB THREAT IS RECEIVED

- **NOTIFY THE IRF SECURITY CONTROL DESK IMMEDIATELY AND FOLLOW THE BOMB THREAT CHECKLIST (APPENDIX 9)**

IF ANYONE FINDS AN UNUSUAL OR SUSPICIOUS ITEM...DO NOT TOUCH, OPEN, ATTEMPT TO MOVE, ETC.

REPORT FINDINGS AND LOCATION, LET THE POLICE HANDLE IT

Bomb Threat Emergency Procedures and Response

Once a bomb threat has been received or a suspicious package found, the building bomb threat emergency procedure must be put into effect unless there is strong evidence to the contrary. The bomb threat emergency procedures will be familiar to all the buildings' occupants and will be exercised at least once annually.

After a building evacuation, one or all of the Incident Coordinators, or the NIH Police have the authority to, with the advice of the local authorities, give the order to re-enter the premises, once the threat has been dealt with. When a bomb threat has been received during non-working hours and no detonation has taken place by the following morning, the search procedures should be carried out before re-occupying the building.

If you receive a bomb threat

- DO NOT HANG UP, take all threats seriously
- Obtain as much detail as possible about the threat and caller (keep the caller on the line as long as possible)
- Listen, be calm and courteous, do not interrupt the caller, do not aggravate the caller, record all information provided including time the call was received
- ask
 - when will the bomb explode?
 - where is it?
 - why did you place the bomb?
 - what does it look like?

- where are you calling from?
- what is your name?
- If phone is so equipped, check the caller display to determine if the phone number is displayed
- Record all information received (use the bomb threat checklist (appendix 9) if possible)
- After the caller hangs up, immediately dial 0 for the IRF Security Control Desk. **DO NOT USE CELL PHONES OR 2-WAY RADIOS**
- **DO NOT** activate the fire alarm, it may trigger the bomb
- Listen for instructions on how to evacuate
- Remain available to provide further information to building management and the police agencies should it be required

If You Receive/Find A Suspicious Object

- Do not touch the object
- Immediately dial 0 for the IRF Security Control Desk. **DO NOT USE CELL PHONES OR 2-WAY RADIOS**
- Warn employees of the danger and restrict entry into the building or area

How To Identify Letter/Parcel Bomb

Watch for one or a combination of these:

- **restrictive marking**; personal, to be opened by, fragile, rush, and/or do not delay delivery.
- **excessive weight or thickness for envelope or package size**; cut and paste lettering or improvised labels.
- **unusual odors**; the feel of springiness, metallic components or stiffeners in letters.
- **oily or greasy stains on packaging**; obviously disguised script.
- **inaccuracies** in address or titles
- **small holes, protruding wire, string or metal foil**
- **unbalanced or lopsided letters and parcels; indecipherable**

Duties

General Staff

- Listen for instructions on how to evacuate
- While evacuating, make a mental note of anything unusual such as articles and parcels that are obviously out of place
- Remain available to provide further information to building management and the police agencies should it be required

IRF Security Control Desk

- Alert the proper RML emergency response personnel e.g. Incident Coordinators, NIH Police, Occupant Emergency Coordinator.
- Arrange for an escort for the bomb disposal team when they arrive

NIH Police

- Gather all information from the bomb threat recipient
- Contact the Missoula Police Bomb Team
- Use the IRF Public Address system (PA) and issue appropriate evacuation orders.
- Determine likelihood of and or opportunity to place a device in the building or outside the building
- Direct IRF Security Control Desk to conduct a preliminary exterior building review using CCTV cameras followed by a physical patrol of the exterior
- Call city police and FBI to advise of the threat
- If anyone reports a suspicious finding, secure the area until police arrive
- Upon arrival of the police or bomb team, provide a recent set of building plans (as requested)
- During search of facility, arrange for any necessary guarding of the building or grounds

Security Officers

- Control entry into the building during search
- Bring and hold all elevators in the IRF to ground floor if instructed to
- Ensure that all access points are secured after evacuation of all personnel

Crisis Management Team (CMT)

- Set up a command post location

- Conduct a threat assessment (consider past history of occurrences, likelihood, possible locations, potential damage)
- Determine need for further interior/exterior search
- Assess the incident and evaluate measures already taken or proposed to deal with the incident.
- Assess any immediate threat or risk to laboratory operations, employees, facilities, the public and the environment, and identify measures necessary to address, abate, or mitigate any residual or ongoing threat or risk. This will include determining the level of any interruption of operations that might transpire.
- Remain current on all information as it becomes available
- Utilize the RML Incident Notification System

If No Bomb Found

If no bomb is found after a reasonable delay, the bomb squad, on the advice of the police, should initiate the following procedures:

- Public areas and evacuation routes should be searched again, more thoroughly.
- If a bomb is still not located and the bomb squad is confident that the building is clear, employees will re-enter the building and with great care re-examine their work space thoroughly for unidentified objects which are more obvious to the every day occupant.
- If anything is located immediately evacuate and notify the bomb squad of location and description of article located.
- If nothing is found, resume work.