

42. Bomb Threat

All bomb threats are assumed to be real.

Emergency drills:

A mock drill of the Bomb Threat procedure will be conducted at least once a year, and documented on the Emergency Drills Record. See Policy #34: Emergency Preparedness.

Procedure for dealing with a bomb threat:

- (a) Stay calm. Listen and be courteous. Do not interrupt the caller.
- (b) Take notes. Try to get as much information as possible about the location and description of the bomb and the caller, ie. when is the bomb set to go off, where is it located, is the caller affiliated with any political group, male/female voice, background noise. Use the “Bomb Threat Recording Form” to record your observations (see below).
- (c) Stay on the line **ONLY** as long as the caller continues to provide useful information and if you feel safe. Signal a co-worker if possible to let them know you have a threatening caller on the phone (do not let the caller know you are doing this). Glance around your immediate area for any unidentified parcels or objects.
- (d) Once the call is completed, trace the call:
 - (i) Press *57 – the caller’s number will go directly to Telus Security
 - (ii) Phone 911 and tell the dispatcher there is a bomb threat in progress. Follow their instructions.
- (e) If the police advise that the building should be evacuated, tell everyone in the building to exit the building according to the evacuation procedure. See Policy #43.
- (f) Contact the supervisor or Executive Director from a safe location.
- (g) If the bomb threat comes in the form of a letter or card, put it in a secure place and keep it for further investigation. Do not handle the letter or card as this may destroy fingerprints.
- (h) After the situation is resolved, complete a Critical Incident Report.

Procedure for dealing with suspicious items, packages, objects and devices:

- (a) Do not touch or attempt to move or disturb any suspicious object or item.
- (b) Check to see if it is legitimate or if you can identify the owner.
- (c) If you do not identify the owner, call emergency 911.
- (d) After the situation is resolved, complete a Critical Incident Report.

BOMB THREAT RECORDING FORM

Date / time of call: _____.

Phone number called (what number were you at when you received the call?) _____.

Name of person who received the call: _____.

Questions to the caller:

1. When is the bomb set to explode?
2. Where is it right now?
3. What kind of bomb is it?
4. What is your name / address / phone number?
5. Are you affiliated with any organization or group?

Caller identification: circle any distinguishing features that describe the caller:

Man / Woman Youth / Child Possible age: Under 20 / 20 to 40 / over 40

Voice: Calm Angry Excited Slow Rapid

 Crying Laughing Loud Soft Other:

Speech: Normal Slurred Distinct Irrational Incoherent

 Seems to be reading a script Taped Other:

Background Noise: Voices Children Car sounds Street sounds

 Animal noises Office machines Factory Static Other:

Other comments or observations:

Report compiled by: _____ Date _____.