



Response to Bomb Threat

Procedure No.:	7100-PR4
Policy Reference:	7100
Category:	Safety, Security and Emergency Management
Department Responsible:	Safety, Security and Emergency Management
Current Approved Date:	2012 Mar 30

Objectives

BCIT will treat bomb threats seriously and investigate them immediately, the same as it responds to any threat to the Institute's safety and security. The Institute's prime concerns are the safety of the campus community, protection of the Institute's assets, and continuity of its operations. BCIT will respond to bomb threats with appropriate use of Institute resources for immediate security, and with the assistance of outside emergency resources as required.

BCIT has adopted the British Columbia Emergency Response Management System (BCERMS) for dealing with emergency situations.

The purposes of this procedure are to ensure the Institute:

- Prepares for and delivers a timely and coordinated response to a bomb threat through the appropriate use of Institute resources, and with the assistance of outside emergency resources as required
- Provides BCIT employees, contractors, and students with a procedure to follow in the event they are the recipient of a bomb threat
- Communicates with BCIT employees, contractors, visitors, and students during a bomb threat situation
- Mitigates the effects of a bomb threat on the Institute's operations and mission.

Who This Procedure Applies To

This procedure applies to all BCIT employees, contractors, visitors, and students.

Related Documents and Legislation

British Columbia Emergency Response Management System (BCERMS):
http://www.pep.bc.ca/bcerms/bcerms_overview-manual.pdf

BCIT Safety, Security and Emergency Management Plans:

- Bomb Threat Procedures
- Emergency Response Plan
- Emergency Response – Support Plans

BCIT Policies:

- Policy 7110, Emergency Management

Procedure

Anyone Responding to a Bomb Threat

NOTE: Keep in mind that a panic or improper reaction to a bomb threat could cause greater human and property damage than an actual explosion or fire.

If the threat is received by Telephone:

1. Respond as follows:
 - Do not transfer the call.
 - Do not put the caller on hold.
 - Listen to the caller; do not interrupt.
 - Be calm and courteous.
 - Notify your supervisor while the caller is on the line, if possible.
 - Stall. Pretend you have difficulty hearing to keep the caller talking for as long as possible. Ask questions:
 - Why did you put it there?
 - When will it go off?
 - Time remaining?
 - Where is it located? — What part of the building?
 - What kind of bomb?
 - What size is the bomb?
 - Where are you now?
 - How do you know so much about the bomb?
 - Did you put it there?
 - What is your name?
 - What is your address?
2. Notify the Security Communications Centre at the Burnaby Campus, immediately after the call is completed:
 - 2248 (“BCIT”), and/or
 - 604-451-6826 (Emergency line 24 hours per day), or
 - 604-451-6856 (24-hour Security line)
3. Complete the Bomb Threat Checklist (found next to this procedure on the BCIT website at <http://www.bcit.ca/about/administration/policies.shtml>) to capture your impressions while the call is fresh in your mind, to aid Security and the police in their investigation.

If the threat is received by mail or email:

1. Call the Security Communications Centre at the Burnaby Campus immediately.
2. Do not touch the paper or email anymore, to protect, and avoid contaminating, the evidence.
3. Notify your supervisor.

Suspicious objects or packages:

1. Do not touch any suspicious objects.
2. Be alert to the possibility of other, additional suspicious objects.
3. Clear the area of other people—calmly.
4. Do not use cellular phones or portable radios within 30 metres of the object.
5. Notify the BCIT Security Communications Centre at the Burnaby Campus, immediately, as indicated above.

Communication

Depending on the need and the extent of the communication desired, the Safety, Security and Emergency Management Department will use the following forms of communication to inform the campus community of details concerning bomb threats:

- All Notes
- Voice Mail
- Telephone
- Posted Notices
- Direct Verbal Notice
- BCIT Alert

The Marketing and Communications Department will be used throughout any bomb threat incident to keep employees, students, and the public informed.

Bomb Threat Response Timeline

1. The person receiving the threat is to notify the Security Communications Centre at the Burnaby Campus.
2. The Security Communications Centre will notify the Director of Safety, Security and Emergency Management.
3. The Director of Safety, Security and Emergency Management will make the decision whether or not to evacuate the affected building(s).
4. The Director of Safety, Security and Emergency Management will establish a command centre in the Campus Security office, or other area as deemed necessary.

Director of Safety, Security and Emergency Management

In response to a bomb threat, the Director of Safety, Security and Emergency Management will undertake the following:

- Implement security procedures as planned for a bomb threat incident
- Manage immediate security at the Institute
- Proceed with the following communications as appropriate:
 - Notify the President of the bomb threat.
 - Consult with the Manager of Security to determine whether or not to order an evacuation, and the extent of the search to be conducted.
 - Communicate to employees and students in the area(s) affected, giving the circumstances of the threat, and reason for the decision to evacuate or not to evacuate.
 - Communicate instructions to the campus community.
 - Brief search teams on the search procedure.
 - Notify BCIT media relations.
 - Communicate and coordinate with external first responders.

Forms Associated With This Procedure

Bomb Threat Checklist

Amendment History

1. Created 2012 Mar 30

Policy 7516, Response to Bomb Threat, has been retired and now resides as this procedure under Policy 7100, Safety and Security. Its amendment history as a policy follows.

1. Created 1992 Jul 01
2. Revision 1 1997 Feb 04
3. Revision 2 2002 May 09
4. Revision 3 2004 Sep 28
5. Revision 4 2005 Sep 26
6. Revision 5 2009 Jul 21
7. Revision 6 2010 Aug 06
8. Retired 2012 Mar 30