

EMERGENCY RESPONSE – BOMB THREAT

HS 3.6

INTENT

Staff will be able to respond specifically to a situation involving a bomb threat.

POLICY

In the event of a bomb threat, staff is to respond immediately by first calling 911 and reporting to the police. Then staff responsibility is to ensure the safety of clients, themselves, the general public and co-workers to the best of their ability. The Bomb Threat Report Form is to be completed in all circumstances. This form is found in the Health and Safety Binder located at each work site.

1. PROCEDURE FOR BOMB THREAT RECEIVED BY TELEPHONE

- Remain calm.
- Keep the caller on the telephone as long as possible.
- Obtain as much information as possible about the bomb and the caller.

Try to obtain information regarding the bomb

- Where is the bomb's exact location or is it going to be planted?
- What type of bomb is it?
- When will the bomb detonate?
- What will make the bomb explode?
- Who placed the bomb?
- What does it look like?

Note information regarding the caller

- Male or female voice?
- Adult or juvenile?
- Affiliation with a political group?

Note information regarding background sounds:

- Can you hear cars?
- Can you hear buses?
- Can you hear planes?
- Can you hear children?
- Does the call sound local or long distance?

Note information regarding the caller's voice:

- Is it loud, deep, impaired, intoxicated?
- Is the rate of speech fast, distorted, slurred?
- What language does the caller speak?
- Does the caller have an accent?

2. PROCEDURE FOR BOMB THREATS RECEIVED BY WRITTEN LETTER, EMAIL, VOICEMAIL OR TEXT:

- Preserve the correspondence or voicemail.
- Immediately relay the information to the Executive Director.
- Information obtained should be recorded. Call 9-1-1.

3. PROCEDURE FOR BOMB THREATS RECEIVED IN PERSON:

- Remain calm. Inform your Executive Director immediately so that they may be involved in obtaining pertinent information.
- Information obtained should be recorded.
- Notify staff of evacuation.

Ensure complete evacuation by following procedures outlined in Emergency Response – Evacuation (3.1) and/or the Emergency Disaster Response (3.2).

- Follow evacuation procedure.
- Do not re-enter the building until the authorities or emergency personnel have authorized re-entry.
- All bomb threats must be reported on a Critical Incident Report Form indicating “unusual or unexpected event”.

EFFECTIVE: Dec. 1, 2015	APPROVED BY: Executive Director	
REPLACES: April 1, 2014	MONITORING: H&S Committee	FREQUENCY: Annually