
Response to Bomb Threat

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Version:	3
Policy Reference:	7100 – Safety and Security
Category:	Safety, Security and Emergency Management
Approval Body:	Board of Governors
Executive Sponsor:	Vice President, People, Culture, and Inclusion
Department Responsible:	Safety, Security and Emergency Management
Directory of Records Class:	0650-10
Approval Date:	2023 DEC 05

Objectives

This procedure applies directly to Policy 7100, Safety and Security.

BCIT treats bomb threats seriously and investigates them immediately. BCIT will respond to bomb threats with appropriate use of Institute resources to ensure community safety, utilizing assistance of outside emergency resources as required.

The Institute's prime concerns are the safety of the campus community, protection of the Institute's assets, and continuity of its operations.

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 receive a bomb threat.
- Communicates relevant information to 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

Provincial Plans

British Columbia Emergency Management System (BCEMS):
https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/bcems/bcems_guide.pdf

BCIT Safety, Security and Emergency Management Plans

Bomb Threat Procedures
Emergency Response Plan

Emergency Response – Support Plans

BCIT Policies

Policy 7100, Safety and Security

Policy 7110, Emergency Management and Business Continuity

Procedure

Anyone Responding to a Bomb Threat

NOTE: *Keep in mind that panic or an improper reaction to a bomb threat can 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”)
 - 604-451-6826 (Emergency line 24 hours per day)
 - 604-451-6856 (24-hour Security line)
3. Complete the [Bomb Threat Checklist](https://www.bcit.ca/files/pdf/policies/bomb_threat_checklist.pdf):
https://www.bcit.ca/files/pdf/policies/bomb_threat_checklist.pdf
to capture your impressions while the call is fresh in your mind. This will assist the investigation by Security and police.

If the threat is received by mail or email:

1. Call the Security Communications Centre at the Burnaby Campus immediately:
 - 2248 (“BCIT”)
 - 604-451-6826 (Emergency line 24 hours per day)
 - 604-451-6856 (24-hour Security line)
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 telephones or portable radios within 30 metres of the object.
5. Notify the BCIT Security Communications Centre at the Burnaby Campus immediately:
 - 2248 (‘BCIT’)
 - 604-451-6826 (Emergency line 24 hours per day)
 - 604-451-6856 (24-hour Security line)

Communication

Depending on the need and the extent of the communication desired, the Department of Safety, Security and Emergency Management (“SSEM”) will use the following forms of communication to inform the campus community about details of bomb threats:

- BCIT All Staff email
- Voice Mail

- Telephone
- Posted Notices
- Direct Verbal Notice
- BCIT Alert
- SafetyWise

The Department of Marketing and Communications 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 [604.451.6826 or 604-451-6856 or local 2248 ('BCIT')].
2. The Security Communications Centre will notify the Senior Director SSEM, or designate.
3. The Senior Director SSEM will decide whether to evacuate the affected building(s).
4. The Senior Director SSEM will establish a command centre in the Campus Security office, or other area if deemed necessary.

Senior Director of Safety, Security and Emergency Management

In response to a bomb threat, the Senior Director SSEM will undertake the following:

- Implement security procedures as established 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 Associate Director Campus Security or Security Managers to determine whether to order an evacuation, and the extent of the search to be conducted.
 - Communicate to employees and students in the affected area(s), giving the circumstances of the threat, and reason for the decision to evacuate or to not evacuate.
 - Communicate instructions to the campus community.
 - Brief search teams on the search procedure.
 - Notify BCIT media relations and crisis communication team.
 - Communicate and coordinate with external first responders.

Forms Associated with This Procedure

Bomb Threat Checklist

Amendment History

		<u>Approval Date</u>	<u>Status</u>
Created:	Procedure 7100-PR4 version 1	2012 Mar 30	Replaced
Revised:	Procedure 7100-PR4 version 2	2019 Oct 01	Replaced
Revised:	Procedure 7100-PR4 version 3	2023 Dec 05	In Force

Procedure 7100-PR4 replaced Policy 7516, Response to Bomb Threat, which had the following history:

		<u>Approval Date</u>	<u>Status</u>
Created:	Policy 7516 version 1	1992 Jul 01	Replaced
Revised:	Policy 7516 version 2	1997 Feb 04	Replaced
Revised:	Policy 7516 version 3	2002 May 09	Replaced
Revised:	Policy 7516 version 4	2004 Sep 28	Replaced
Revised:	Policy 7516 version 5	2005 Sep 26	Replaced
Revised:	Policy 7516 version 6	2009 Jul 21	Replaced
Revised:	Policy 7516 version 7	2010 Aug 06	Retired (2012 Mar 30)

Scheduled Review Date

2028 Dec 05 (or sooner, if there are changes to the applicable regulatory framework or relevant operational circumstances).