
Response to Bomb Threat

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Category:	Safety, Security and Emergency Management
Approving Body:	Board of Governors
Executive Sponsor:	VP Human Resources and People Development
Department Responsible:	Safety, Security and Emergency Management
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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. 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.

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 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 7100, Safety and Security

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 telephones 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:

- BCIT All Staff email
- Voice Mail
- Telephone
- Posted Notices
- Direct Verbal Notice
- BCIT Alert
- SafetyWise

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 (604.451.6856 or local 2248 (BCIT)).
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 Associate Director Security or 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 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>
1. Creation:	Procedure 7100-PR4 version 1	2012 Mar 30	Replaced
2. Revision:	Procedure 7100-PR4 version 2	2019 Oct 01	In Force

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

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

Scheduled Review Date

2022 Oct 01