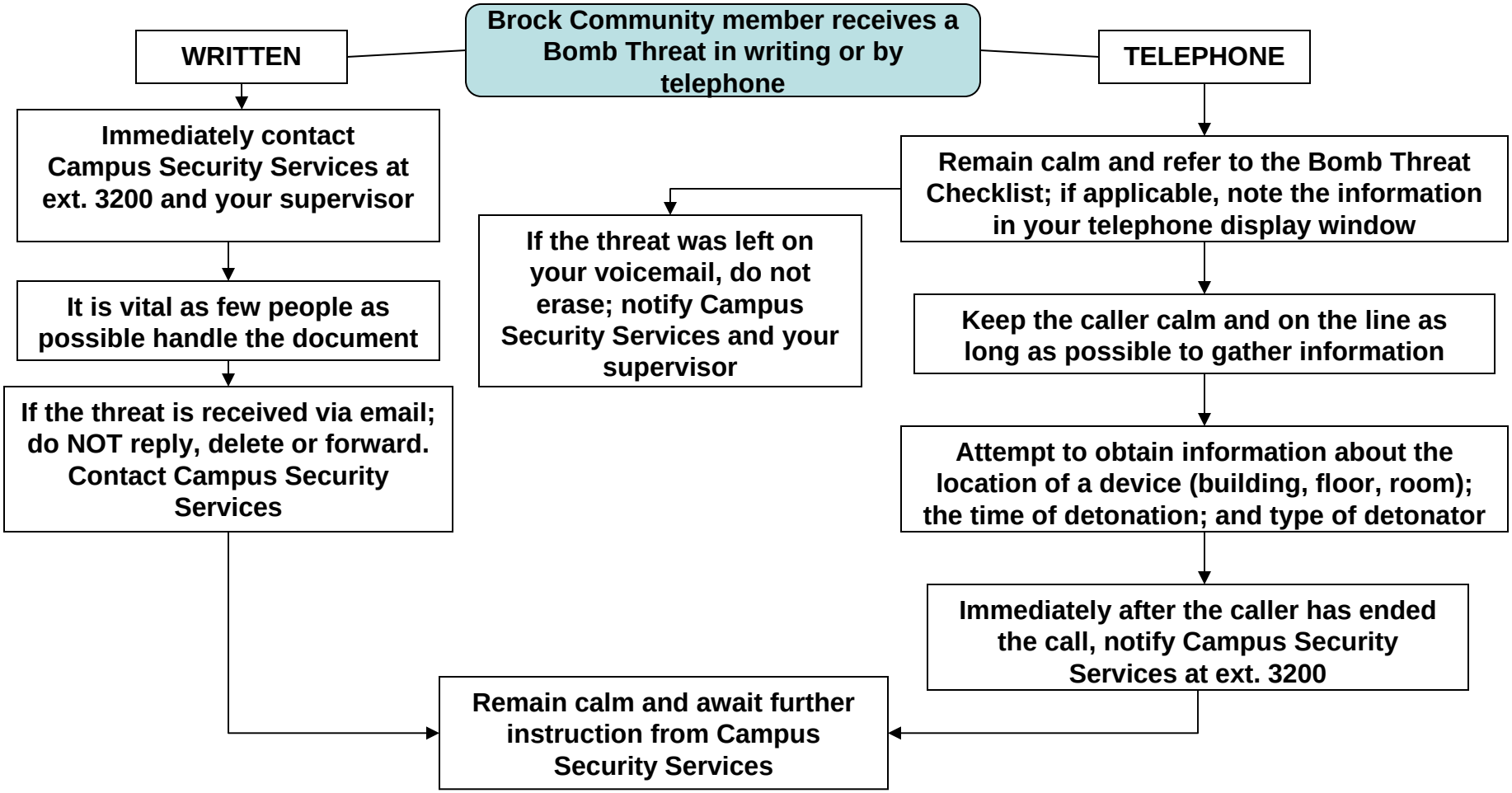
Bomb Threat Procedures

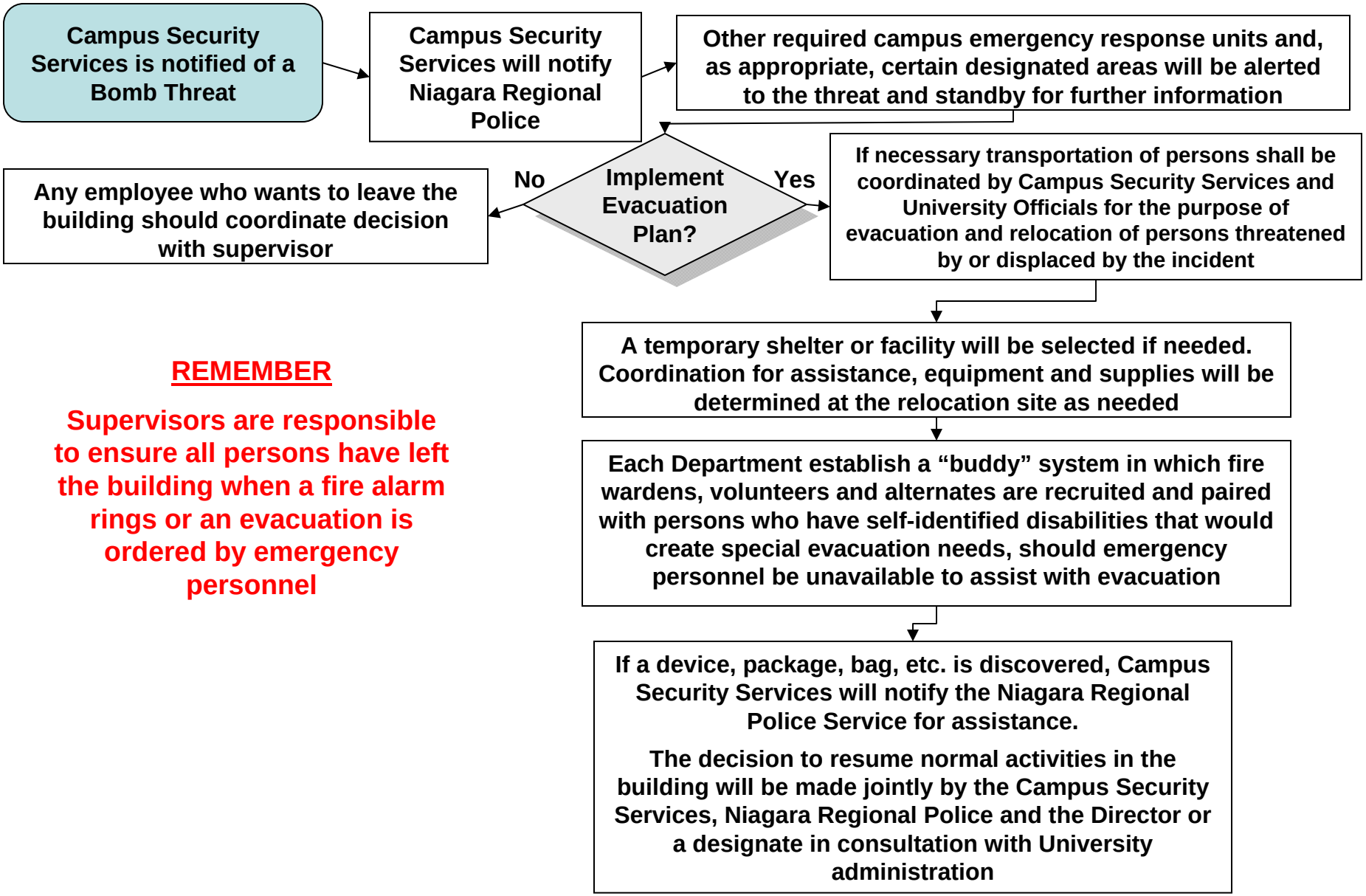
Campus Security Services

PROCEDURE: Bomb Threat (Initial Contact)



Campus Security Services is in charge at the scene of the incident unless such responsibility has been assumed by emergency response authorities; the decision to reoccupy a building that was closed/evacuated at the onset of the incident will be made by those authorities.

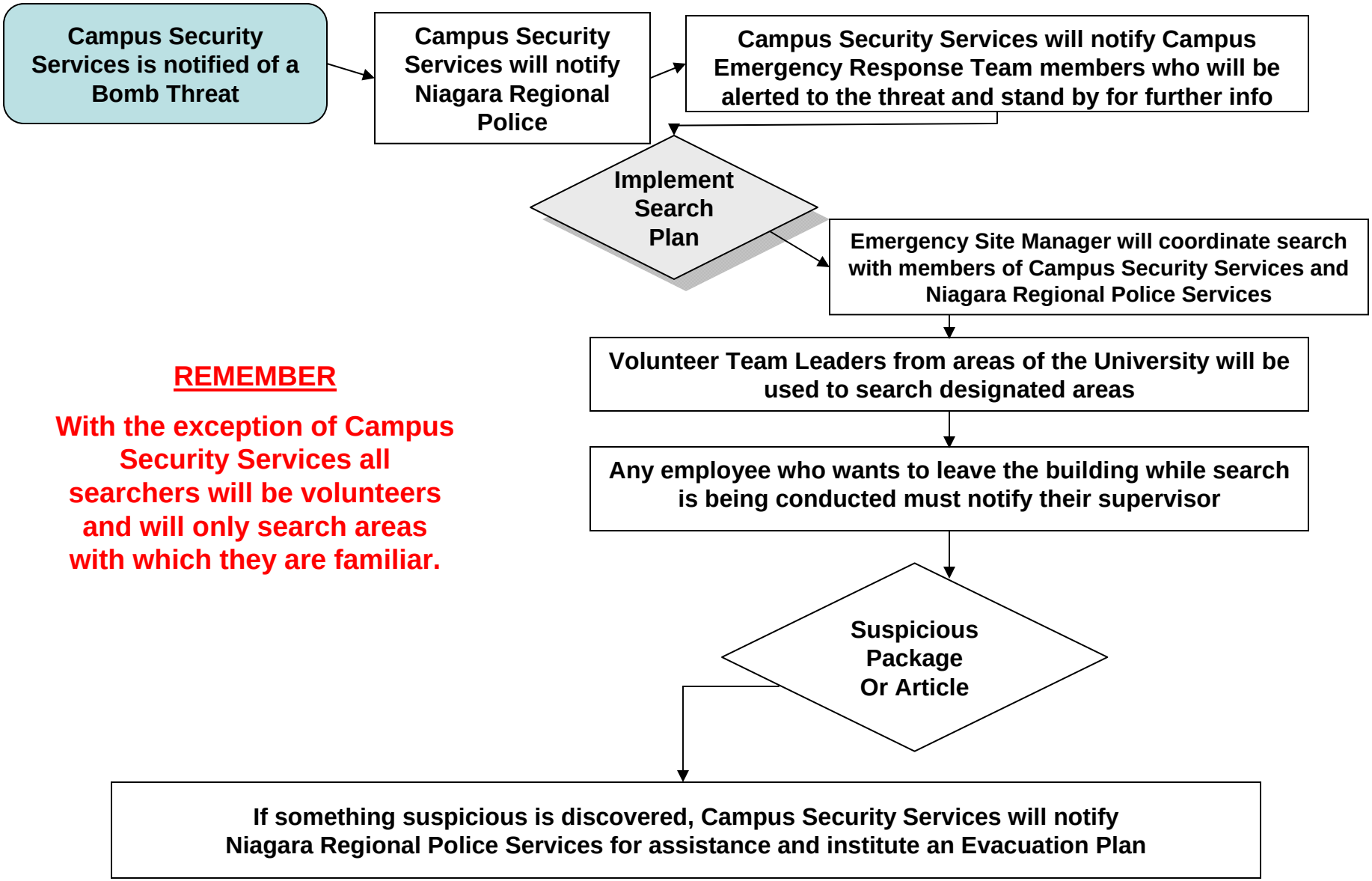
EVACUATION PROCEDURE:
Bomb Threat (Campus Security Services Notified)



REMEMBER

Supervisors are responsible to ensure all persons have left the building when a fire alarm rings or an evacuation is ordered by emergency personnel

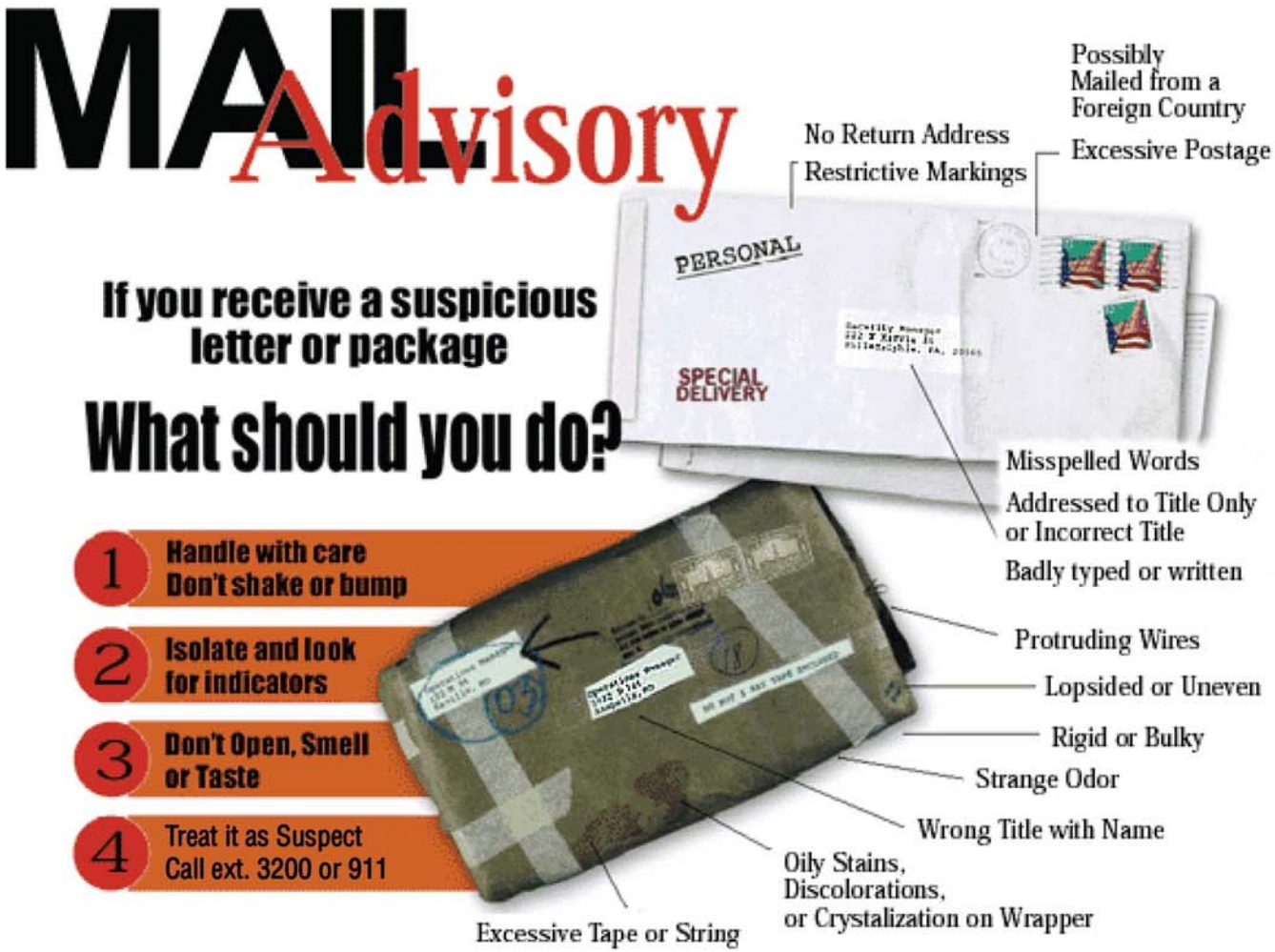
SEARCH PROCEDURE:
Bomb Threat (Campus Security Services Notified)



REMEMBER

With the exception of Campus Security Services all searchers will be volunteers and will only search areas with which they are familiar.

PROCEDURE: Bomb Threat



BOMB THREAT CHECKLIST

Brock University
Campus Security Services

1. Initial Action

Time of Call: AM / PM	Do not hang up! Keep caller talking

2. Exact Wording of Threat

3. Questions Ask

When is the bomb going to explode?	
Where exactly is the bomb?	
When did you put it there?	
What does the bomb look like?	
What kind of bomb is it?	
What will make the bomb explode?	
Did you place the bomb?	
Why did you place the bomb?	
What is your name?	
Where are you?	
What is your address?	

4. Listen for

VOICE	recognizable accent / impediment / tone / speech / diction / manner
LANGUAGE	polite / incoherent / irrational / taped / read out / abusive
NOISES	traffic / voices / machinery / music / noises on the line / local call / STD
OTHER	sex of caller / estimated age

Do not hang up

5. After the Call

Note the time of the end of the call: AM / PM	
Name of recipient (print):	
Signature:	Date:
Report the call to Campus Security Services and your Supervisor	

CAMPUS CRIME PREVENTION

“We’re in it Together”

905-688-5550

Ext. 4300 Administration

Ext. 3200 Emergency

EMERGENCY NUMBERS
Emergency Services Numbers

Fire, Police, Ambulance - 911

Niagara Regional Police	905-688-4111
St. Catharines Fire Department	905-684-4311
Thorold Fire Department	905-227-6613
St. Catharines General Hospital	905-684-7271