Bomb Threat Procedures

Campus Security Services
PROCEDURE: Bomb Threat (Initial Contact)

WRITTEN

- Immediately contact Campus Security Services at ext. 3200 and your supervisor
- It is vital as few people as possible handle the document
- If the threat is received via email; do NOT reply, delete or forward. Contact Campus Security Services

TELEPHONE

- Brock Community member receives a Bomb Threat in writing or by telephone
- If the threat was left on your voicemail, do not erase; notify Campus Security Services and your supervisor
- Keep the caller calm and on the line as long as possible to gather information
- Attempt to obtain information about the location of a device (building, floor, room); the time of detonation; and type of detonator
- Immediately after the caller has ended the call, notify Campus Security Services at ext. 3200

- Remain calm and refer to the Bomb Threat Checklist; if applicable, note the information in your telephone display window
- Keep the caller calm and on the line as long as possible to gather information
- Attempt to obtain information about the location of a device (building, floor, room); the time of detonation; and type of detonator
- Immediately after the caller has ended the call, notify Campus Security Services at ext. 3200

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)**

*Campus Security Services is notified of a Bomb Threat*

Campus Security Services will notify Niagara Regional Police

Other required campus emergency response units and, as appropriate, certain designated areas will be alerted to the threat and standby for further information

Implement Evacuation Plan? Yes

If necessary transportation of persons shall be coordinated by Campus Security Services and University Officials for the purpose of evacuation and relocation of persons threatened by or displaced by the incident

No

Any employee who wants to leave the building should coordinate decision with supervisor

A temporary shelter or facility will be selected if needed. Coordination for assistance, equipment and supplies will be determined at the relocation site as needed

Each Department establish a “buddy” system in which fire wardens, volunteers and alternates are recruited and paired with persons who have self-identified disabilities that would create special evacuation needs, should emergency personnel be unavailable to assist with evacuation

If a device, package, bag, etc. is discovered, Campus Security Services will notify the Niagara Regional Police Service for assistance.

The decision to resume normal activities in the building will be made jointly by the Campus Security Services, Niagara Regional Police and the Director or a designate in consultation with University administration

**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)

Campus Security Services is notified of a Bomb Threat

Campus Security Services will notify Niagara Regional Police

Campus Security Services will notify Campus Emergency Response Team members who will be alerted to the threat and stand by for further info

Implement Search Plan

Emergency Site Manager will coordinate search with members of Campus Security Services and Niagara Regional Police Services

Volunteer Team Leaders from areas of the University will be used to search designated areas

Any employee who wants to leave the building while search is being conducted must notify their supervisor

Suspicious Package Or Article

If something suspicious is discovered, Campus Security Services will notify Niagara Regional Police Services for assistance and institute an Evacuation Plan

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

MAIL Advisory

If you receive a suspicious letter or package
What should you do?

1. Handle with care
   Don't shake or bump
2. Isolate and look for indicators
3. Don't Open, Smell or Taste
4. Treat it as Suspect
   Call ext. 3200 or 911

- No Return Address
- Restrictive Markings
- Possibly Mailed from a Foreign Country
- Excessive Postage
- Misspelled Words
- Addressed to Title Only or Incorrect Title
- Badly typed or written
- Protruding Wires
- Lopsided or Uneven
- Rigid or Bulky
- Strange Odor
- Oily Stains, Discolorations, or Crystalization on Wrapper
- Excessive Tape or String

Wrong Title with Name
<table>
<thead>
<tr>
<th><strong>BOMB THREAT CHECKLIST</strong></th>
</tr>
</thead>
</table>

### 1. Initial Action

<table>
<thead>
<tr>
<th>Time of Call:</th>
<th>AM / PM</th>
<th>Do not hang up! Keep caller talking</th>
</tr>
</thead>
</table>

### 2. Exact Wording of Threat

- 
- 
- 
- 
- 

### 3. Questions Ask

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>When is the bomb going to explode?</td>
<td></td>
</tr>
<tr>
<td>Where exactly is the bomb?</td>
<td></td>
</tr>
<tr>
<td>When did you put it there?</td>
<td></td>
</tr>
<tr>
<td>What does the bomb look like?</td>
<td></td>
</tr>
<tr>
<td>What kind of bomb is it?</td>
<td></td>
</tr>
<tr>
<td>What will make the bomb explode?</td>
<td></td>
</tr>
<tr>
<td>Did you place the bomb?</td>
<td></td>
</tr>
<tr>
<td>Why did you place the bomb?</td>
<td></td>
</tr>
<tr>
<td>What is your name?</td>
<td></td>
</tr>
<tr>
<td>Where are you?</td>
<td></td>
</tr>
<tr>
<td>What is your address?</td>
<td></td>
</tr>
</tbody>
</table>

### 4. Listen for

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOICE</td>
<td>recognizable accent / impediment / tone / speech / diction / manner</td>
</tr>
<tr>
<td>LANGUAGE</td>
<td>polite / incoherent / irrational / taped / read out / abusive</td>
</tr>
<tr>
<td>NOISES</td>
<td>traffic / voices / machinery / music / noises on the line / local call / STD</td>
</tr>
<tr>
<td>OTHER</td>
<td>sex of caller / estimated age</td>
</tr>
</tbody>
</table>

*Do not hang up*

### 5. After the Call

<table>
<thead>
<tr>
<th>Note the time of the end of the call:</th>
<th>AM / PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of recipient (print):</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire, Police, Ambulance</td>
<td>911</td>
</tr>
<tr>
<td>Niagara Regional Police</td>
<td>905-688-4111</td>
</tr>
<tr>
<td>St. Catharines Fire Department</td>
<td>905-684-4311</td>
</tr>
<tr>
<td>Thorold Fire Department</td>
<td>905-227-6613</td>
</tr>
<tr>
<td>St. Catharines General Hospital</td>
<td>905-684-7271</td>
</tr>
</tbody>
</table>