



Bomb Threat Procedures

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Approved by: Jim Toye, City Manager

Signature:  **Procedure No:** 19.2

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Whether receiving a bomb threat over the phone or in person try and remain calm and courteous. During the conversation try and obtain as much information as possible without aggravating the situation. This would include a description of the subject and/or associated vehicles as well as:

1. When will it detonate?
2. Where is it located?
3. What does it look like?
4. Where are you calling from?
5. What organization/group do you represent?
6. How much time do we have to evacuate the facility?
7. What type of bomb is it?
8. Who are you?

If possible try and alert another employee of the situation so that they can contact police.

Listen carefully to the information provided and try and record the exact wording used when completing the Violent Incident report.

If the threat is made over the phone immediately upon the completion of the call hang up and then lift the receiver and dial either *957 (centrex) or *57 (non-centrex) so that the call can be traced. This must be done prior to receiving or making any other phone calls. If successful an automated voice will advise you that the call has been traced and further procedures to follow.

If a suspicious package is located do not handle it. Alert other people in the area and have them move out of the area.

Contact your Director or the highest ranking manager (manager in charge), presently at work, in your facility. Do not discuss the threat with other staff and immediately complete the violent incident report with as much information as possible. As soon as this form is completed locate and provide it to the manager in charge.

The manager in charge will obtain all the required information and contact the Prince Albert Police Service by dialling 306-953-4222, if not already completed and arrange with them to meet on site.

The manager in charge will then contact the Coordinator Health, Safety and Environment at 306-953-4360. During this call, a decision will be made as to who will notify the City Manager.

In consultation with the Police service the manager in charge will decide if evacuation of the facility is prudent. If information is received during the contact that makes this clear, evacuation may be conducted prior to this consultation.

If prudent an evacuation will be conducted following that facilities bomb threat/suspicious package procedure. Staff being evacuated should not use cell phones, radios, the fire alarm or any other electronic devices.

Upon arrival the police service will be in charge of the situation. The manager in charge will act as the liaison between staff and the police service.

Upon the conclusion of the incident the manager in charge will forward the violent incident report to the Coordinator Health Safety and Environment.