

Bomb Threat (Level I or II)

Level I – bomb threat

Level II – suspicious material located, bomb detonation

1. Upon receiving a bomb threat the person should gather information about the call/caller and immediately contact Police Services (extension 6140).
2. Be prepared to provide as much detail as possible about the caller and the threat. See attached sheet.
3. Police Services will attempt to contact Senior Administrative Staff, circumstances and time permitting, to determine/discuss threat credibility and course of action.
4. Police Services may decide to immediately evacuate the target due to threat credibility and time consideration. On evacuation, leave your environment unchanged and make note of any unusual conditions, materials, objects or packages. Take personal belongings with you.
5. Police Services will coordinate securing the building, enlisting help from Facilities, Housing and community members as needed.
6. Police Services will attempt a “common areas” search for the bomb if time permits.
7. Police Services will request assistance from outside agencies as needed.
8. People will not re-enter the building until given the all clear by Police Services and/or Fire Department personnel.

