

**Purpose**

To provide information and outline actions for a person who may receive a bomb or similar threat or observe a suspicious article which may be associated

**Scope**

This procedure applies to all employees in the workplace.

**Definition**

Bomb Threat

Any direct or indirect threat or warning in respect of a real or simulated explosive or incendiary device, or other similar source of harm/

**Responsibilities**

Senior Management

- Meet with emergency services personnel to determine the best course of action
- Instruct staff according to directions of emergency personnel

Supervisor

- Notify Senior Management of threat
- Instruction of employees and specific evacuation directions when informed

Employees

- Stay in work area
- Look around work area for any suspicious articles
- Report anything unusual to your supervisor or emergency personnel
- Follow instructions, evacuate when directed
- Do not use cell phone or other electronic devices in vicinity of suspicious article

**Procedures**

- TAKE all threats seriously.
- Be CALM and courteous
- NO NOT HANG UP
- Do not touch, handle or inspect any unusual or suspicious articles
- Keep the caller on the telephone as long as possible, listen carefully to all information provided and make note of any voice characteristics, accents or background noise
- Use the Bomb Threat Checklist (next to your phone) and make notes
- Follow the instructions outlined in the Bomb Threat Checklist
- Ask questions from the Bomb Threat Checklist
- Immediately after the call is terminated contact 9-911

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- Notify your Supervisor. *Do not tell anyone else until instructed to do so.*
- If directed to evacuate, follow evacuation procedures

**Forms/Documents**

- Bomb Threat Checklist

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