

CAMPUS EMERGENCY PROCEDURE

Procedure title: Bomb Threat Procedure
Effective date: May 2014
Revision date: May 2016

Introduction

This procedure provides direction to the campus community when responding to an incident or emergency that may threaten the safety of its, students and the institution's processes or the facility itself.

Definition

Bomb threat is any warning of violence or danger that jeopardizes the safety and security of anyone on campus.

Suspicious package refers to any package that cannot be identified and reasonably appears to pose a threat to public safety.

Procedure

All bomb threats are a breach of the Criminal Code. The disruption caused by hoaxes creates great concern and angst in those involved. In addition, hoaxes cause disruption of services provided by local police, fire and emergency medical services, and place others in the community at risk.

All procedures to deal with such threats must be tempered with the need to protect all members of the college and university community, and the need to maintain normal day-to-day academic activities.

If the bomb threat is received by phone:

- Listen and remain calm;
- Do not interrupt the caller;
- Obtain and record information;
- At the termination of the call, activate 'call trace' by dialing *57; and
- Call Security at ext. 2400 or 905.721.3211 from an external line.

If the bomb threat is received by note, fax, voice mail or e-mail:

- Do not handle the note;
- Do not delete the e-mail;
- Do not use the facsimile machine;
- Save the note, e-mail, voice mail; and
- Notify Campus Security

If the bomb threat is received by person:

- Remain calm, comply with person's demands;

- If possible, notify Campus Security without antagonizing the person;
- Develop a good description of the person;

If you see a suspicious package:

- Do not touch the package;
- Clear the immediate area;
- Do not use portable radios or cellphones; and
- Notify security.

The Emergency Management Response Team will provide leadership in dealing with any bomb threat.

In the event of an injury:

In the event an injury occurs as a result of a workplace accident, please contact your immediate supervisor to inform him or her of the incident. Next, you or your supervisor must fill out an Accident/Incident Report Form.

For Durham College employees, the form can be located on the employee intranet, ICE, under Forms, then Human Resources, and Accident, Injury. For more information, please refer to the Durham College Accident Reporting Procedure (EMPL-301.1), also located on ICE.

UOIT employees can access the form through the UOIT.ca website. On the homepage, click Faculty and Staff, then Campus Services, and Health and Safety. For more information, please refer to the Accident Reporting Procedure, which is located on the UOIT.ca website.

Authority and responsibilities

The Emergency Management Response Team (EMRT) and the Office of Campus Safety will be responsible for enforcing and communicating these procedures to staff and students.

Faculty, staff, and students will be responsible for taking direction from the appropriate authorities and contributing to a safe and secure environment.

Reference

Durham College and UOIT Emergency Preparedness Plan & Policy
Durham College Emergency Preparedness Policy ADMIN-211
Durham College Accident Reporting Procedure EMPL-301.1
UOIT Accident Reporting Procedure