

6. BOMB THREAT

Every bomb threat is taken seriously. In the event of a bomb threat or the discovery of a suspicious object, the **Responsible Building Authority** will assess the threat to the health and safety of building occupants and will decide whether or not to evacuate. You will be advised of the situation by the public address system.

EMPLOYEE RESPONSIBILITIES

It is each occupant's duty to perform a visual inspection of their workplace when requested. This search by occupants saves time and can save lives by relieving bomb threat control teams from searching areas not familiar to them.

IF YOU RECEIVE A TELEPHONE BOMB THREAT

1. **REMAIN CALM.** Remember, bomb threats addressed to government buildings are normally intended to disrupt operations.
2. Attempt to persuade the caller to tell you:
 - a. when the alleged bomb will go off;
 - b. where the bomb is located;
 - c. what kind of bomb is it;
 - d. how big is the bomb;
 - e. is there a possible way to identify it; and
 - f. what kind of container is it.
3. Note any identifying characteristics of the caller such as:
 - a. gender;
 - b. accent;
 - c. speech pattern;
 - d. age;
 - e. background noises; and
 - f. other characteristics which may assist in identifying the caller.