
Missions should regularly practise drills to cope with fire, bomb threats and intrusion. Every member of the mission should be involved.

The mission's Personal Safety Contingency Plan should maintain a record of any medical problems and emergency contacts.

5. BOMB THREATS

Detailed instructions are available at each mission. Personnel must be alert to suspicious objects or strangers. Evacuation procedures must cover fire, intrusion and bomb threats. Suspicious packages and boxes should be inspected with care, preferably away from the offices.

Employees, particularly receptionists, should be trained to respond to a telephone bomb threat. In the event of such a call, attempt to note the exact time and words of the bomb threat; ask when the bomb will explode, its location, kind/type of bomb, what it looks like and why is the threat being made. You should note details of the voice, including apparent age, gender, emotion, education, accent and any background noise. The use of the RCMP form on BOMB THREAT is recommended.

Employees handling the local mail should also be trained to handle suspicious letters and parcels.

If a possible bomb is located, DO NOT TOUCH IT. Report the location and description to the Mission Security Officer. Instructions are detailed in Chapter 5 of the Manual of Security Instructions.

Letter bombs come in a variety of shapes and sizes. Watch for unusual writing, post marks, or smell, especially a smell like almonds or marzipan. Above normal postage, hand-printed addresses, lopsided letters or parcels, unusually heavy parcels for their size, protruding wires, or greasy marks from sweating explosives or the feel of metal inside the envelope may also signal a letter bomb. If possible, put the object where others cannot reach it and report it immediately to the Mission Security Officer and appropriate authorities. DO NOT ATTEMPT TO DEFUSE IT.

6. KIDNAPPING

Kidnapping and hostage takings vary from incident to incident. Never attempt to fight or struggle and avoid provocative comments. Try to follow the kidnapers' initial orders. Request special medicines or medical attention immediately if you have a disease or physical condition which requires treatment. Whenever possible, take mental note of the assailants' characteristics, their habits, surroundings, speech mannerisms, and what contacts they make. Make a mental note of all movements including times in transit, direction, distances, speed, landmarks along the way, special odours, and distinctive sounds like bells, construction, voices, etc. Do not discuss with the kidnapers what action may be taken by your family, friends, or the mission.

As soon as the situation is reported, measures will be taken to ensure the safety of families and colleagues.