


General Order	<i>The University of Western Ontario</i> Campus Community Police Service	
Subject: Bomb Threat and Suspicious Packages	Effective: 2005-03-24	GO#: 05-004
Supersedes:	 Authorization	2005-03-24 Issue Date

Purpose

To provide direction and protection for persons, property and the environment in the event a bomb threat, or a report of a suspicious package, is received.

Bomb Threats Statement

Bomb threats are usually transmitted by telephone. The use of explosives and the threatened use of explosives are occurring more frequently in our society however, in realistic terms, the frequency of valid bomb occurrences, when compared with phone threats, is very limited. Notwithstanding this, it is important that all threats are taken seriously. A Bomb Threat Telephone Procedures checklist must be kept at all major incoming call stations such as at the central switchboard, reception desks, the office of the President, Human Resources, Faculty Deans' offices, Registrar, ACVS, and Campus Community Police Communications Centre.

Information to Obtain

If the threat is received by telephone, make notes of the exact conversation.

- a) Was the caller male or female?
- b) Approximate age?
- c) Was the voice emotional or calm?
- d) Is the caller coherent, have an accent, speech impediment, distinctive voice?
- e) Was there anything about the conversation that may identify the caller or the location of the alleged bomb?
- f) Note any reason given by the caller for this threat.

Procedures to Follow on Receipt of a Bomb Threat

- 1. Remain calm
- 2. Use the Bomb Threat Telephone Procedures checklist as a guide.
- 3. Keep the caller on the line as long as possible.
- 4. Try to get information on the location of the explosive device. Ask the caller to provide details.
- 5. When it appears inevitable that the caller is about to hang up, ask the caller for their name. Experience has shown that excited callers have sometimes provided this information when they are in a stimulated state.
- 6. Complete the Bomb Threat Telephone Procedures checklist, thoroughly.
- 7. **NOTIFY** your supervisor or manager and the **Campus Community Police Service Communications Centre at 911, immediately.**
- 8. **The Campus Community Police Communications Operator** will initiate calls to Campus Community Police management, and the Emergency Response Team (ERT) and external emergency services, as required, and keep a record of these notifications and contact times.
- 9. **Incident Command** will be the responsibility of the Campus Community Police who will determine, through collaboration, if evacuation is necessary.

10. Campus Community Police, assisted by the Emergency Response team, as necessary, will coordinate a search under the authority of the Incident Commander, with special attention to:
 - i) Classrooms, garbage receptacles and washroom areas
 - ii) Unattended packages, bags, briefcases, etc.
 - iii) Stairwells and hallways
11. Exterior building locations, including dumpsters
 - iv) Classrooms, garbage receptacles and washroom areas
 - v) Unattended packages, bags, briefcases, etc.
 - vi) Stairwells and hallways
 - vii) Exterior building locations, including dumpsters
12. Submit written notes and information to the Incident Commander, immediately.

Threat Analysis

The Incident Commander, in conjunction with other university officials and the London Police Service, will analyze the threat level and decide if evacuation procedures are necessary.

Suspicious Package

A suspicious object consists of a usual object in an unusual place. Typical examples of suspicious objects include a grocery bag, a duffel bag or an attaché case. These objects may be hidden in locations, e.g. such as in a stairwell, store room, broom closet or behind a toilet.

IF A SUSPICIOUS PACKAGE IS FOUND – ‘DO NOT TOUCH IT’ Immediately notify the Incident Commander through Campus 911

DO NOT USE 2-WAY RADIOS or cellular phones near the area as they may activate the device. The Incident Commander will notify the London Police Service. Clear the immediate area. Upon the arrival of the London Police Service, direct them to the Incident Commander and assist, as required. The London Police Service will not be familiar with the facility and will request that the Campus Community Police and the University Emergency Response Team coordinate a search under the authority of the Incident Commander.

The general rule to follow if a suspicious package is located is:

ISOLATE EVACUATE VENTILATE CALL FOR HELP

The search must be continued to completion even though one suspicious parcel or device is located. A decision on the search conclusion will be that of the Incident Commander. The building or an area will not be evacuated, or personnel returned after evacuation, until notification by the Incident Commander.

Incident Commander, will

1. Liaise with the Vice-President Administration, or designate, and the official in charge of the facility, for purposes of decision making, as necessary.
2. Communicate with Team Leaders and other management staff, as necessary, to identify irregularities and take necessary action on matters requiring immediate attention.
3. Communicate with the Associate Vice-President Communications and Public Affairs, or their designate for purposes of dissemination of internal/external information, as required.

Search

The Incident Commander will activate/co-ordinate search procedures. The Campus Community Police Service, assisted by the Emergency Response Team, will coordinate a search under the authority of the Incident Commander. Team Leaders, and persons volunteering to assist may search the area of the facility where the problem exists, preferably areas with which they are most familiar.

If a specific detonation time was given, the search should be stopped for about fifteen minutes short of that time and suspended until about fifteen minutes after. The search must then be completed.

Records of the search will be maintained including the times of the search, areas searched, and the person/group responsible. Any irregularities will be reported to the Incident Commander by area leaders and will be noted and investigated.

Leaders involved in the search must contact the Incident Commander to report completion of the search of their assigned areas. The Incident Commander must then decide whether it is necessary to search the parking lots and areas surrounding the facility.

If it is determined that searching external areas is necessary, the Incident Commander will assign Campus Community Police and persons volunteering to assist to various areas as they report at the conclusion of their internal searches.

Avoiding Panic

It is normal for the searchers to be asked a variety of questions by staff, students or onlookers. It is important that the searcher remains confident, calm and not speculate or gossip. If questioned by another employee or student, the searcher should continue with their search and tell them they have been asked to check a certain area, and then not become more involved in personal conversations. Complete control of the situation must be maintained. NO publicity is to be given by any of the searchers.

Suspicious Package – Action

The Incident Commander or designate, will escort the London Police Service and/or the Explosives Disposal personnel to the suspicious object.

The Incident Commander will ensure adherence to the general procedures listed:

- The Incident Commander will evaluate the threat and discuss with the Explosives Disposal Unit or other police personnel, suggestions for shutting off any gas, water or electrical outlets in the area.
- Keep onlookers away from the suspicious object and isolate the area in accordance with police instructions, usually for at least 300 feet in all directions, including above or below depending on where the object is found
- Open all doors and windows in the near vicinity, if possible to decrease pressure in the event of an explosion
- Ensure that no one disturbs the suspected object. Do not touch it and do not place a blanket or coat over it.

If the Explosive Disposal Unit personnel, or other police, determine that this suspected article is harmless, the Incident Commander will notify personnel that the threat is concluded. The restoration of services and any utility systems that were shut off will be reactivated under the direction of the Incident Commander, or designate, and return to the facility to normal activities.

Partial or Complete Evacuation

Evacuation refers to leaving the affected building or any adjoining building(s) if applicable. If a partial or complete evacuation is necessary, the Incident Commander will take the necessary steps to ensure protection of persons, property and the environment. Evacuation of an area will be the decision of the Incident Commander in concert with those in charge of the area and the London Police Service.

Public Statements

Any public statements will be made by the office of Communications and Public Affairs after obtaining relevant information from the Incident Commander.

Appendix: Bomb Threat Telephone Procedures

Appendix: UWO Response to a Suspicious Package Oct 2001 – revised August 2004.

Revised December 26, 2004

Revised February 20, 2005

March 12, 2005