

Emergency Procedure Guide

Terrace campus, 5331 McConnell Ave.

EMERGENCY ASSISTANCE

Life threatening call 911

Security: 250.615.9894
available from 5pm to 2am only

First Aid: Ext. 4444
available 8am to 5pm Monday to Friday only

Facilities: Ext. 5406 or 250.638.5406

WHEN CALLING 911 STATE:

1. Nature and exact location of emergency
2. Your name
3. Building name and address
4. Nearest entrance and room number
5. Your phone number

Do NOT hang up.

Follow the operator's instructions. You may need to stay on the phone until emergency personnel arrives.

Call Security at 250.615.9894 (during operating hours). Inform them of the details of your 911 call.



CONTENTS

Preparedness	3
Evacuation	4
Evacuation - persons with disabilities	5
Alertus	6
Fire	7
Major Spill	8
Minor Spill	9
Power outage	10
Explosion	11
Bomb Threat	12
Suspicious objects & mail	13
Severe weather	14
Flooding	15
Earthquake	16
Civil disturbance	17
Active Shooter	18
Threatening & violent behaviour	19
Campus Map	20
Bomb Threat Checklist	21-22

PREPAREDNESS

Please familiarize yourself with this manual and keep it accessible.

Emergency preparedness is a shared responsibility. The better prepared you are, the better you can act respond in an emergency. Any of us may need to take charge if we are the first on scene.

Area Wardens

Area Wardens are appointed for each building and during an emergency evacuation they are identified by their high visibility vest and hard hat. The main role of the Area Warden is to ensure an orderly evacuation of the building. Please follow the directions of the Area Wardens at all times.

In an emergency, if you are the first on scene, you must be prepared to:

- Take charge
- Call 911
- Call Security at 250.615.9894 (during operating hours)
- Remain at the scene until relieved of responsibility by more senior CMTN personnel or Security. Senior CMTN Facilities personnel will assume responsibility for incident command and site-level response.

Response priorities:

1. Provide for the safety and health of all responders
2. Save lives
3. Reduce suffering
4. Protect public health
5. Protect infrastructures
6. Protect property
7. Protect the environment
8. Reduce economic and social loss

No matter what the emergency, stop and think before you act, and then act decisively.

CAMPUS CLOSURE

Coast Mountain College will post a notice at coastmountaincollege.ca and contact major radio and TV stations to make an announcement in the event of a decision by the President or designate to close CMTN or any parts of it. Notification of campus closures will also be communicated through the **Alertus** cell phone application. This can be installed on iPhone or android devices.
Organization – Coast Mountain College

EVACUATION

Be prepared

Familiarize yourself with the evacuation procedure posted by elevators and exits on each building floor.

Alarm bells

Continuous ringing of the alarm bells means

EVACUATE

Building Muster Zones

(See map on page 20)

Parking Lot A

Building 10, 11 & West portion of building 1

Parking Lot B

Building 4, 5, 12, 13, 14, 15, 16, 17, 18

Parking Lot C

Daycare and west end of building 1

All Clear

- given by Security and Area Wardens
- Building re-entry is allowed

No safe exit

Follow Emergency Shelter-in-Place Procedures on page 6.

Partial evacuation

In the event of a potentially unsafe environment the area warden will relocate everyone to a designated assembly area, not necessarily an outside muster station.

- The Area Warden will give verbal notice a PARTIAL evacuation is in progress
- Follow instructions and calmly proceed to the nearest stairwell or exit
- Elevators may only be used if directed by the Area Warden
- Proceed to the designated assembly area

Full evacuation

This is a complete evacuation of a facility to muster points due to an unsafe or volatile environment.

- If the Area Warden is not present, proceed into the nearest safe stairwell and/or exit out of the building
- **Do not** use elevators, unless authorized by police or fire personnel. Elevators can fail in a fire or earthquake.
- Shut all doors and calmly proceed to exit .
- Emergency lighting in exits & stairways will remain on for 30 minutes.
- In the absence of lighting, use the wall to guide you to the nearest exit.

Do not use the elevators.

Do not go back into the building for any reason until the “all clear” system is sounded, or as instructed by Security, an Area Warden, or Emergency Services personnel.

EVACUATION - PERSONS WITH DISABILITIES

Planning is important for persons with disabilities. Each member of the Coast Mountain College community is encouraged to assist in the safe evacuation of persons with disabilities.

- Always ask someone with a disability how you can help before attempting any rescue or giving assistance
- Ask if there are special considerations or items that need to come with the person
- Let Area Warden know if assistance is needed

Deafness or hearing loss

- Get the persons attention by touch or eye contact. Clearly state the problem.
- Gestures and pointing are helpful, but prepare to write out the issue.
- Offer visual instructions regarding the safest route or direction by pointing toward exits or evacuation maps.

Mobility impairment

- If possible clear exit route of debris
- If the individual cannot exit, assist them to a safer area (a stairwell or an office some distance from the hazard, with a door that closes)
- At the assembly area notify assembly area coordinator or emergency personnel immediately about any people remaining in the building and their location
- Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate using a safe carry technique*.

* Keep the arms & elbows close to the body while lifting. Carry the load close to your body & don't twist while carrying the load. To change directions, shift your feet and turn your whole body, do not twist. Make sure your hands and feet are clear while placing the load.

Visual Impairment

- Offer to lead persons out of building to safety
- Do not grasp a visually impaired person's arm
- Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd
- Give verbal instructions about the safest route using compass directions, estimated distances and directional terms
- Give other verbal instructions or information (e.g. elevators cannot be used)

Power Outages

- If an outage occurs during the day and an individual with a disability chooses to wait in the building for electricity to be restored, assist them to a window with natural light that is also near a working telephone.
- Tell the Area Warden or call Security at 250.615.9894 during operating hours
- Emergency lighting in exits and stairways will remain on for 30 minutes

ALERTUS

Wall-mounted *Alertus* beacons and signage are found in prominent areas on campus. *Alertus* instantly alerts of an emergency situation, regardless of your location on campus. Notifications will be sent to College desktop computers, and devices that have the *Alertus* application installed.

If the *Alertus* alarm sounds:

- Follow all instructions.
- Follow directions from others who have information you may not have
- Give valuable information to others
- Follow protocol in this guide for the type and severity of the emergency.

Shelter-in-Place

The Shelter-in-Place warning will sound (it is an extremely loud siren that sounds in even and long intervals). If there is an earthquake, an armed assailant or if chemical, biological or radiological contaminants have been released into the environment. Area Wardens may also notify occupants if needed.

- Follow directions from the Area Warden
- Move out of the hallways and into classrooms or offices
- Close doors
- Close windows and window treatments
- Cover the door glass
- Turn off lights and electronic equipment
- Crouch down in areas that are out of sight from doors and windows
- Remain quiet
- Place cell phone on quiet mode
- **Do not hide in washrooms**
- **Do not enter hallways**

FIRE

Be prepared

Familiarize yourself with fire extinguisher locations, fire alarm pull station locations, and evacuation routes.

If a fire alarm rings:

- Follow instructions from the Area Warden
- Walk to the nearest exit closing doors between you and the fire
- Assist people with special needs
- Inform the Area Warden or fire department personnel if you suspect someone is trapped inside the building
- Gather at designated assembly area (see map on page 20, see page 4)
- **Do not** attempt to re-enter the building until instructed by Emergency Services personnel or Area Warden

If trapped in a room

- Close as many doors as possible between you and the fire
- If you can, wet a cloth and place around or under the door to prevent smoke from entering the room
- Signal to someone outside

If caught in smoke

- Crawl toward an exit
- Stay low, as smoke will rise
- Hold your breath as much as possible
- Breathe shallowly through nose, and use a filter such as a shirt or towel

If forced to advance through flames

- Hold your breath
- Move quickly
- Cover your head and hair
- Keep your head down and your eyes closed as much as possible

Do not evacuate if:

- You are instructed not to by the Area Warden, emergency services, Security or Alertus
- You are in imminent danger if you leave

If you discover a fire

- Pull the fire alarm (located near exits)
- Determine if it is safe to attempt to extinguish the fire
- Immediately exit the building using the stairs, with the last person closing doors behind you
- Do not use elevators
- Call 911

Fire Extinguishers

If it is safe to do so, you may fight small, contained fires with a fire extinguisher found in marked locations throughout the campus.

Remember PASS

Pull safety pin from handle

Aim at base of fire

Squeeze the trigger handle

Sweep from side

MAJOR SPILL

For spills that release a type or quantity of chemical that poses an immediate risk to health or causes an uncontrolled fire or explosion:

- Notify lab or shop personnel and nearby staff
- Evacuate the building and pull the nearest fire alarm
- **Call 911** you will need to give details: location, types of hazardous materials involved and if there is a personal injury
- Call Security at 250.615.9894 (during hours)
Provide the following information:
 - Who you are
 - Exact location - building, floor, room number
 - Details of the situation
 - What course of action you intend to take
 - Your contact information

If the spill involves personal injury or chemical contamination, follow the steps above if it is safe to do so, and:

- Move the victim from the area of fire, explosion, or spill (if this can be done without further injury to the victim or you)
- Locate nearest emergency eyewash or safety shower. Remove any contaminated clothing from the victim and flush all areas of the body contacted by chemicals with copious amounts of cool or cold water for 15 minutes
- Administer first aid if you are qualified and seek medical attention

MINOR SPILL

For spills involving the release of a type or quantity of a chemical that does not pose an immediate risk to health and does not involve chemical contamination to the body:

- Notify lab or shop personnel and nearby staff of the incident
- If the incident occurs between 5pm and 2am, call Security at 250.615.9894 and provide your name, contact information, details of situation, exact location, and course of action you plan to take
- Isolate the area. Close lab or shop doors and evacuate the area if necessary
- Remove ignition sources and unplug nearby electrical equipment
- Establish exhaust ventilation. Vent vapors to outside of building only (open windows and turn on fume hoods)
- Locate spill kit
- Choose appropriate personal protective equipment (goggles, face shield, impervious gloves, lab coat, apron, etc.)
Note: All lab personnel MUST be properly fit tested before using a respirator.
- Confine and contain spill. Cover with appropriate absorbent material. Acid and base spills should be neutralized prior to cleanup. Sweep solid material into a plastic dust pan and place in a sealed 5-gallon container
- Wet mop spill area. Be sure to decontaminate broom, dustpan, etc. Put all contaminated items (gloves, clothing, etc.) into a sealed 5-gallon container or plastic bag

Call your Supervisor, Student Services or Security at 250.615.9894 (during hours) if the spill is:

- greater than 4-litres
- very toxic
- poses a fire hazard
- if you need assistance

POWER OUTAGE

Major, campus-wide power outage

- Remain calm
- Follow directions from Facilities or Security
- If evacuation of a building is required, seek out people with special needs and provide assistance.
- Laboratory and kitchen personnel should:
 - Shut down equipment
 - Secure all material and unplug electrical equipment before evacuating
- Turn off all electrical equipment including computers and turn off light switches
- Emergency lighting for exit pathways will function for 15 to 30 minutes following a power outage
- Leave areas with poor natural light quickly
- Proceed to the nearest assembly area for instructions (see map on page 20)
- **Do not use candles or other types of open flame for lighting**
- **Do not use elevators**

People trapped in an elevator

- Use the emergency alarm button to call for help
- If you are outside of an elevator, call 911. Contact Security at 250.615.9894 if the incident occurs between 5pm and 2am
- Tell passengers to stay calm and that you are getting help
- Stay near passengers until Security, police or other assistance arrives, only if it is safe to stay in the building

EXPLOSION

- Immediately take cover under tables, desks, or anything else that provides protection against flying glass and debris
- After the effects of the explosion have stopped **call 911** then call Security at 250.615.9894 (during operating hours)
- If necessary, pull the fire alarm
- Evacuate the area of the explosion following CMTN's evacuation procedures (see page 4-5)
- Seek out and assist injured and disabled persons in evacuating the building. Exit via the stairway. Do not use the elevator.
- Once outside move at least 50 meters away from the building and proceed to the designated assembly area for evacuation.
- Keep roadways and walkways clear for emergency vehicles
- Wait for instructions from emergency personnel
- Do not re-enter the building until instructed to do so

BOMB THREAT

Bomb threats are serious. Explosions or an incorrect response to a bomb threat could result in panic, injury, or death as well as disruption to operations through forced shut downs or damage to property.

Types of Bomb Threats

Hoax

A call is received. A search is completed. Nothing is found.

Suspicious package

A call is received. A search is undertaken. A suspicious package is found. An evacuation is ordered. The package is later determined to be safe.

Explosive device

A call is received. A search is undertaken. An explosive device is found. An evacuation is ordered.

Threat by telephone:

- Do not hang up. Remain calm
- Take the caller seriously. Assume the threat is real
- If you have a phone with call display, look for the originating number
- Ask questions using the checklist at the back of this guide
- Do not use a cell phone, two-way radio, or any wireless communication device, as these may act as a detonator, use landline only
- Have a co-worker call a Supervisor, Student Services or Security on another line, or call immediately after hanging up. Provide the following information:
 - Who you are
 - Contact Information
 - Exact location of incident or threat (building, floor, room number)
 - Information obtained via the checklist on the next page
 - Await the arrival of Security personnel and follow all instructions

Threat by e-mail or electronic communication

Call Security at 250.615.9894 (during hours), a Supervisor or Student Services. Provide the following information:

- Who you are
- Contact Information
- Exact location of incident or threat (building, floor, room number)
- Information about the threat
- Await the arrival of Security personnel and follow all instructions

SUSPICIOUS OBJECTS & MAIL

Suspicious Objects

If you have received a package that contains, or you suspect may contain, a suspicious object:

- Do not disturb the item
- Do not pass it around
- If unopened, do not open. Immediately call Call Security at 250.615.9894 (during hours), a Supervisor or Student Services. Provide the following information:
 - Who you are
 - Exact location of incident or threat (building, floor, room number)
 - Number of people in the area
 - Description of the package and object (if known)
 - Leave the package in place and move far away from the immediate area
 - Await the arrival of Security personnel

Potentially Hazardous Substances

If you have received a package that you suspect may contain a hazardous substance and have not opened it:

- Place item(s) individually in a plastic bag and seal it. The plastic bags for this are located in the main mail receiving area and beside mail slots on campus.
- Place all items in a second plastic bag and seal that bag
- Stay in your office or immediate work area
- Prevent others from entering or leaving the area and potentially becoming contaminated or spreading a potential contamination
- **Call for help.** This may be your supervisor or Security at 250.615.9894 depending on your situation.

Provide the following information:

- Who you are
- Contact information
- Exact location of incident or threat — building, floor, room number
- Number of people in the area
- Description of the package

- Action taken (e.g. package sealed in bags, area isolated)
- Keep your hands away from your face to avoid contaminating your eyes, nose and mouth. If possible (without leaving your work area)
- Wash your hands
- Await the arrival of Security personnel

Received and Opened Suspicious Objects

If you have received and opened a package containing a potentially hazardous substance:

- Do not disturb the item any further
- Do not pass it around
- If any material has spilt from the item, do not try to clean it up, or brush it from your clothing
- If possible place an object over the package without disturbing it (e.g. a large waste bin)
- Stay in your office or immediate work area
- Prevent others from entering or leaving the area and potentially becoming contaminated or spreading a potential contamination

Immediately call Security at 250.615.9894 (during hours), a Supervisor or Student Services.

Provide the following information:

- Who you are
- Exact location of incident or threat (building, floor, room number)
- Number of people potentially exposed
- Description of the package/substance
- Action taken (e.g. package under wastebin, area isolated)
- Whether there is a ventilation system servicing the area
- Keep your hands away from your face to avoid contaminating your eyes, nose and mouth and if possible (without leaving your work area) wash your hands
- Turn off any fans or equipment that circulates air around your workplace
- Wait for the arrival of Security personnel

SEVERE WEATHER

Severe weather includes accumulations of snow and ice, heavy rains, and high winds.

Campus Closure

The decision to close or discontinue normal campus operations is made by the President or designate in consultation with other administrators.

In the event of a closure, CMTN will post a notice at coastmountaincollege.ca and contact major radio and TV stations to make an announcement. Notification of campus closures will also be communicated through the *Alertus* application. This can be installed on iPhone or android devices. See page 4.

If a decision is made for an unplanned closure during scheduled working hours, the President's Office notifies the Vice Presidents, Deans, and Directors who are responsible for advising the supervisors in their respective areas.

Snow and Ice

For your safety try to walk only on paths that have been cleared or sanded. Wear appropriate footwear. Stay clear of sagging or downed power lines. Heavy snow and ice may cause tree limbs to fall; avoid areas with the heaviest concentration of trees. Exercise extreme caution when driving.

Heavy Rains and Flooding

In the event of roof or window leaks or imminent flooding of ground areas, unplug electrical devices and secure all equipment by moving or covering it (see page 15).

High Winds

If possible, remain inside the building, away from windows. When outside, avoid areas with the heaviest concentration of trees. Stay clear of sagging or downed power lines.

Reporting Hazards

Report emergency situations that require immediate action and response or other hazardous conditions to Security at 250.615.9894.

Securing Records and Equipment

Power outages may occur as a result of severe weather conditions. Equipment and office and laboratory materials could be damaged by flooding or conditions occurring as a result of broken windows or other damage to a building. Take appropriate action to secure vital records, equipment, and chemicals.

FLOODING

MAJOR flooding

- Call 911 (or Security at 250.615.9894 during hours). Provide the following information:
 - Who you are
 - Contact Information
 - Exact location of flood — building, floor, room number
 - Information about the situation
- Secure vital equipment, records, and chemicals (move to higher, safer ground)
- Shut off all electrical equipment
- Secure all laboratory experiments, educational aids, demonstration equipment
- Wait for instructions from the Area Warden and/or Security
- Do not return to your building unless you have been instructed to do so by the Area Warden

MINOR flooding

Minor or area flooding of the campus is a more likely scenario. This could be the result of major, multiple rainstorms, or a water-main break.

In the case of imminent minor, weather-related flooding, CMTN will monitor the local weather service and other emergency advisories to determine necessary action such as evacuation of areas and cancellation of classes.

In case of water-main failure, affected areas of the campus may require immediate evacuation.

Evacuation

If advised to evacuate, do so immediately. Help anyone who needs assistance

- Follow instructions from the Area Warden and/or Security
- Follow recommended evacuation routes – shortcuts may be blocked
- If you are in a car and it stalls in a flooded area, abandon it immediately and climb to higher ground. Many deaths have occurred from attempts to move stalled vehicles
- If walking, climb to high ground and stay there
- Avoid walking through flood waters. If it is moving swiftly, even water six inches deep can sweep you off your feet

After a flood

- Flood dangers do not end when the water begins to recede
- Listen to a radio or television, and do not return to the area until authorities indicate it is safe to do so
- Stay out of buildings if flood waters remain around the building
- Water may be contaminated by sewage, waste or chemicals

EARTHQUAKE

The biggest dangers during an earthquake are:

- Falling objects (pictures, items in cupboards and on shelves, ceiling tiles and fixtures, furniture, file cabinets, and bookshelves)
- Swinging doors and broken windows
- Fires (from broken natural gas lines or electrical short circuits)

If you are inside a building during an earthquake:

- Stay inside
- Take cover underneath a desk or table or against an inside wall, protecting your head and neck
- Stay away from windows where glass can shatter and from objects that could fall on you
- Do not use elevators

If you are outdoors during an earthquake:

- Stay in an open area away from trees, buildings, walls, and power lines. Do not enter the building
- Drop to your knees and get into a fetal position, close your eyes and cross your arms over the back of your neck for protection
- Stay in fetal position until the shaking stops
- In a moving vehicle, stop quickly and stay in the vehicle. Once the shaking has stopped, proceed with caution
- Avoid bridges or ramps that may have been damaged by the quake

After shaking stops

Be prepared to evacuate if instructed to do so. The decision to evacuate the campus will be based on the severity of the earthquake and the damage to the buildings

- Do not use phones except to report serious injuries
- Follow the College's evacuation procedures if instructed to do so (see page 4)
- Assist in the building evacuation of people with special needs (see page 5)
- Area Wardens and/or Security personnel will provide instructions for immediate action by means of door-to-door alert, police-vehicle loud speakers, fire alarms, and bull-horns
- Do not enter any building that is or appears to be unsafe
- Leave the area if you smell gas or fumes from other chemicals
- Be prepared for aftershocks
- Help injured or trapped people. If able, provide first aid
- Do not move the seriously injured unless they are in immediate danger of further injury. Call 911 or Security (during hours) at 250.615.9894 for help

CIVIL DISTURBANCE

Civil disturbances include riots, property damage, threatening individuals, or assemblies that have become significantly disruptive.

Demonstrations are visible actions designed to advocate a position on a particular issue. Most are peaceful and only occasionally problematic when they obstruct College business. CMTN Security will attempt to monitor demonstrations that have a potential for violence, property damage, or disruption.

- Avoid provoking or obstructing demonstrators
- Secure your area (lock doors and safes; remove files, vital records, and secure expensive equipment)
- Avoid area of disturbance
- Continue with normal routines as much as possible
- If the disturbance is outside, stay away from doors or windows. Stay inside
- Contact a Supervisor or Security (during hours) at 250.615.9894 to alert them to the situation
- Call 911 if the situation escalates

ACTIVE SHOOTER

There is little or no time to react to gunfire. Until police arrive take the following steps to help keep you safe:

Occupants distant from shooter

- Exit the building immediately if you can without putting yourself in danger
- Tell anyone you encounter to exit the building immediately
- Follow all instructions from the Area Warden

Occupants in classrooms or offices

- If you are a distance away from the shooter, try to exit through the window (ground floor only). Move to a safe place outside with your hands on your head.
- If you can't get out of a window, get out of sight of the door. Stay low and quiet.

Occupants in hallways or corridors

- Get out of the hallways.
- Unless you're very close to an exit, **do not** run down long halls to get to an exit
- Go into a room that is not already secured and secure it. **Do not** hide in washrooms.

Occupants in large rooms/auditoriums

If the shooter(s) are not present:

- Move to and out the external exits.
- Move toward any police. Keep your hands on your head.
- Follow police instructions.

Occupants trapped with shooter

- Do not do anything to provoke them
- If they are not shooting, do what they say and don't move suddenly
- Try to keep your emotions under control so that you can think

Shelter-In-Place

If you are in close proximity to the assailant and unable to safely exit the building:

- Go to the nearest room or office; **do not** hide in washrooms; stay out of hallways
- Close and lock or barricade the door. If there

- is a glass window in the door, cover it over
- Remain quiet and act as if nobody is in the room
- **DO NOT** leave a place of safety.
- **DO NOT** answer the door.
- Follow all instructions from the Area Warden
- If you can, call 911
- Immediately call Security (during hours) at 250.615.9894 to inform them of your 911 call.
- If the fire alarm sounds **DO NOT** evacuate the building unless:
 - You have been instructed to do so by an Area Warden
 - You have been advised by police/security to evacuate

If police units have arrived on scene:

- Move toward any police vehicle when safe
- Keep your hands on top of your head
- Do exactly and immediately what the police tell you to do
- Do not leave the area entirely. You may have information that responding police officers will need
- Once in a safe place stay where you are

If police are not on scene:

- Move well away from the incident
- Find a safely covered area (not parking lots)
- If you can, call 911
- Immediately call Security (during hours) at 250.615.9894 to inform them of the details of your 911 call.
- Wait for the police to arrive

Provide police and Security with:

- Your name and contact information
- Location of the incident (be as specific as possible)
- Number of shooters (if known)
- Identification of the shooter (if known)
- Description of the shooter (if known)
- Number of persons who may be involved
- Your location

THREATENING & VIOLENT BEHAVIOUR

Threats may be indirect expressions of frustration or anger directed toward a person/office or direct statements of intent to harm. These situations are complex, take any behaviours or words implying a threat seriously.

Steps to Follow

If the threat is immediate, leave the situation if possible and call 911 or Security during hours at 250.615.9894. State the type of emergency and request assistance.

If threats or behaviours indicate possible danger, personal safety is the top priority.

Angry or hostile individuals

- Stay calm. Listen attentively.
- Maintain eye contact
- Be courteous. Be patient. Be respectful
- Keep the situation in your control
- Keep arm's length distance

Verbal threats

- Signal a co-worker or supervisor, that you need help (have a prearranged code or alarm system)
- Do not make any calls yourself. Have someone call 911 or Security (during hours) at 250-615-9894.

Provide the following information:

- Who you are Contact Information
- Exact location of threat (building, floor, room number)

Threats with a weapon

- Stay calm
- Maintain eye contact
- Stall for time. Keep talking — but follow instructions from the person who has the weapon
- Don't risk harm to yourself or others. Never try to grab the weapon
- Watch for a possible chance to escape to a safe area

Post-incident

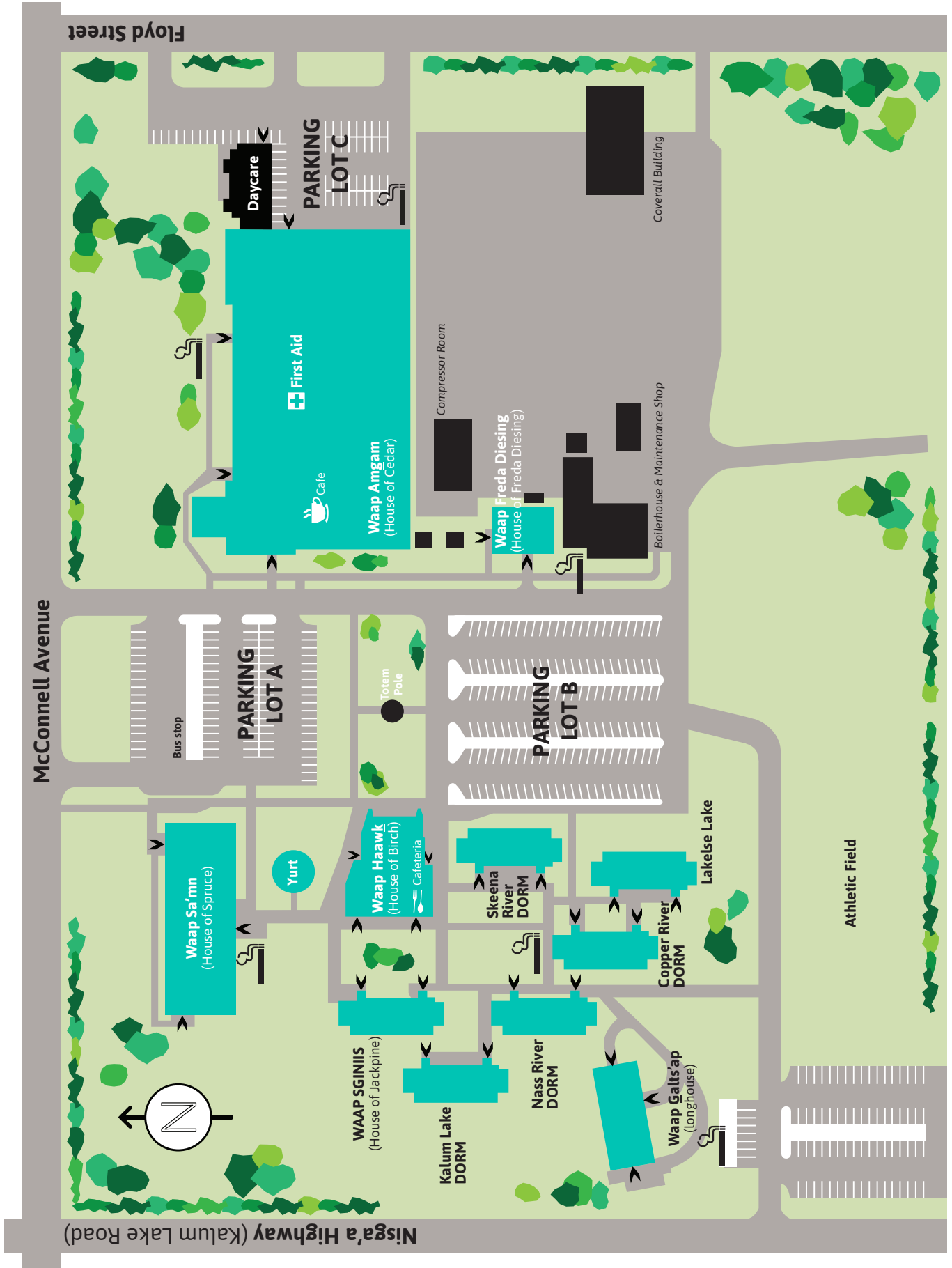
- Call 911
- Immediately call Security (during hours) at 250-615-9894 and relay the details of the 911 call
- Advise your supervisor, manager or department head of the incident
- If the incident involves an employee call human resources
- If the incident involves a student, call the Director of Student Development (local 5261) and/or the Director of Facility and Ancillary Services (local 5426)

Documentation

As soon as possible after the incident:

- Describe the sequence of statements and the context.
- Give details. Is there a history of animosity? Have threats been made in the past?
- Is the person known to have a weapon? This information is important in evaluating the level of risk
- Provide documentation to security

Terrace campus map



Telephone Bomb Threat Checklist

When is the bomb going to explode?

Where is it right now?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb? Why?

What is your name?

Where are you?

Exact Wording of threat:

Caller's Voice (Check box below)

- | | |
|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Normal |
| <input type="checkbox"/> Ragged | <input type="checkbox"/> Angry |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Clear throat |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Breathy | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Nasal | <input type="checkbox"/> Crackly |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Coughing | <input type="checkbox"/> Loud |
| <input type="checkbox"/> Lisp | <input type="checkbox"/> Accented |
| <input type="checkbox"/> Laughing | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Familiar | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Deep | <input type="checkbox"/> Disguised |

Telephone Bomb Threat Checklist continued

Name of caller (if known):

Number from which call originated:

Gender (Check box below):

Male Female Not sure

Culture/Ethnicity/Race (if known):

Age (Check box below):

Young Middle Older

Name of recipient of call:

Number at which call was received:

Time:

_____ AM PM

Date:

Additional Comments:

Background sounds (Check box below)

- Street Motor PA system
 Voice Office Household
 Static Factory Animals
 Music TV
 Other _____

Call Type (Check box below)

- Cell Land line Booth
 Local Long distance
 Other _____

Behaviour/Type of Language

(Check box below)

- Polite Foul
 Recorded Irrational
 Insulting Incoherent
 Read out Well-spoken
 Other _____
