**Bomb Threat Procedure**

**Please refer to City of Nanaimo Bomb Threat Policy 8.12 for Policy & Procedures as well as the Bomb Threat Checklist. These are site specific procedures for Downtown Administration.**

**Background:**

Emergency evacuation procedures are designed to ensure that people exit a building safely during an emergency. An emergency can be defined as any pending, present or imminent event, natural or man-made, which risks endangering the lives of people or damage to property and requires an immediate response. During an emergency, a lifeguard’s priority is the safety of its patrons, and staff.

If a threat is received at any City of Nanaimo facilities, staff will work with the facility manager (or designate) or manager on call and the RCMP to determine if a mass evacuation is required based on the threat.

The personal safety of any employee or individual attending City of Nanaimo facilities should not be jeopardized. If there is reason to believe there is a threat, and evacuation is deemed appropriate, staff will implement the facility evacuation procedure.

Each manager should review Bomb Threat Procedures and Evacuation Plan, with staff teams on a regular basis. These procedures will form part of new employee orientation. Each department manager is responsible for having an evacuation plan that clearly identifies roles and responsibilities.

The Bomb Threat Checklist should be located in paper format at every City of Nanaimo phone station. In addition, an online version is available on the City of Nanaimo intranet.

**Hazards:**

* Be wary of any “out of place objects” (i.e. unattended briefcase)
* Ensure to keep crowd under control – Panic can ensue
* Stress reactions from staff can also occur – deal with these as efficiently as possible

**PPE Required:**

* Footwear (you will be going outside)
* Minimum requirement of a WCB level I first aid kit(s)

**Special Equipment Required:**

* Mega-phones
* Public address system
* Walkie-talkies

**Pre-set up Procedure:**

* Ensure that staff are aware of muster station
* Ensure that staff are aware of means of egress
* Ensure that public address system and megaphones are in working order
* Ensure that all exits are free of obstructions

**Procedure:**

* Staff member who receives the phone call should immediately inform a supervisor and fill in as much of the checklist as possible while keeping the caller on the phone as long as possible

**Supervisor / Manager**

* Immediately call 911 and inform them of as many details as possible.
* If RCMP determine that there is enough of a threat to evacuate, supervisor should activate the fire alarm.

**Evacuation Coordinators**

* Follow usual evacuation procedures – be aware of anything which looks out of place (i.e. unattended briefcase, backpack, package, etc)
* Check exits for safety ensuring no obstructions; and ensure all fire doors are closed
* If possible, designate individuals to monitor building entrances to ensure no one re-enters the building
* Lead everyone you are responsible for to the Muster Station
* Coordinate with Incident Commander

**Incident Commanders**

* Responsible for receiving verbal reports from all evacuation coordinators
* Responsible for overall supervision of Muster Station
* Coordinate with other Incident Commanders via FRS Radios
* Coordinate with emergency services upon arrival
* Update everyone at Muster Station with Megaphone
* Upon being instructed by the RCMP that it is safe to re-occupy the building, the Incident Commander will inform everyone in the Muster Station that it is safe to re-enter

**Post Procedure:**

* Once building is determined safe the Fire/Rescue will reset the fire alarm
* Supervise orderly return of public and staff into the building
* Complete emergency evacuation incident report
* Evacuation Coordinators and Incident Commanders to plan a debrief as soon as possible.

**Summary:**

* Be aware of persons who have mobility issues and assist as needed.
* Ensure that evacuation coordinators are scanning the crowd for injuries and/or people that may be showing signs of shock.
* Stay calm and keep everyone in order
* Do not make statements to the general public or the press. Refer to the **‘On Call Manager’**