



In the event of a Bomb Threat

Building Emergency Director, Floor Wardens and Building Occupants – Instructions

Bomb Threats can be received by telephone, note, letter, email, text message, in person, etc. Most bomb threats are made by persons who want to create an atmosphere of general anxiety and panic. All bomb threats must be taken seriously and handled as though an explosive is in the building.

If you receive a bomb threat, call 911 (RCMP) immediately, and then UBC Campus Security (604 822 2222) as soon as the threatening call has ended

If you receive a bomb threat by telephone, follow these steps:

1. Stay calm and speak to the caller with a pleasant tone. Keep the person talking for as long as possible. DO NOT HANG UP, even if the caller does.
2. Let the caller know that you are willing to cooperate by listening to what they have to say. Ask the caller if there is anything you can do to help. DO NOT upset the caller.
3. Keep the caller on the line by indicating your willingness to cooperate. You may be able to keep the caller on the line for a longer duration so that you may be able to ask the following questions:
 - Where is the bomb?
 - When is it going to go off?
 - What kind of bomb is it?
 - What does it look like?
 - What will make it explode?
 - Did you place the bomb?
 - Why are you doing this?
 - What is your name?
4. Take notes on conversations, observe background noises, voice characteristics, language, etc. Try to get exact words.
5. If the bomb threat is received via a UBC land line phone, record the phone number and the time which the call was received and notify Campus Security. Campus Security may be able to trace the call through UBC IT Services.
6. Call 911 (RCMP) and Campus Security (604 822 2222) as soon as the call has ended. Follow instructions provided by emergency responders.