

# COLUMBIA COLLEGE

## Unusual Objects, Behaviours, or Bomb Threats

### Procedures

#### Introduction

The following procedures will be followed when an unusual object or behaviour is identified or when a bomb threat is received. These are all considered serious situations.

#### 1. It is Everyone's Responsibility

Although the chances of a serious situation is extremely low in Calgary, it is important that:

- Columbia employees remain calm at all times during an emergency or serious situation. Employees are asked to seek assistance from their supervisors if they need support in such cases.
- Columbia employees lead their students in the evacuation process and encourage them to keep calm. Staff can respond to the students' questions by assuring them that the evacuation is a precautionary step to keep everyone safe during an emergency or serious situation. Further information will be shared with the students when available.
- Faculty, students, and staff are asked to watch for unusual objects/packages they see lying around. Do not touch or attempt to move the item.
- They should also take note of any unusual behaviour of an individual.
- They should report either situation to the most senior staff member nearby to assist them.
- The most senior staff member will quickly assess the situation and determine what course of action needs to be taken next. In most cases, they would contact the Facilities Manager, Registrar, President, or other more senior employee available.

## 2. Actions to be Followed When Dealing With a Serious Situation

As soon as the President or most senior employee available is informed of a serious situation, that person will take the following actions:

- Have the Manager– Administrative Services or designate take responsibility for electronic communication and initiate the pre-determined phone broadcast, advising that due to a serious situation, everyone is to be asked to evacuate the building(s) immediately. This should be repeated three times. This should also be posted on Moodle.
- If this threat could affect the safety of our Child Care children, then ask several staff in 802 to quickly and calmly go to the Child Care Centre and assist them in getting the children to a safe location.
- The President or designate will also assign one or more individuals to quickly and calmly go to the one or more buildings affected, enter each classroom and office, and inform them that “due to a serious situation, all individuals are to exit the premises as quickly as possible”.
- If the weather is warm enough, students will be asked to meet their faculty member in the location on the parking lot listed on their fire drill sheet (Muster Point). Faculty members will then check that all students are safe (similar to a fire drill). They are to then wait there for further instructions.
- If it is winter and the weather is cold, students will be told to go home, check for college-related emails, check their Moodle, and prepare to return to classes in the morning. If the college is closed for a second day, students (eg. ESL) who do not have email or Moodle will be contacted by phone.
- If the weather is cold, faculty and staff will move to a designated building or a non-Columbia College building and wait inside for a notice of ‘all clear’. Once they receive

an 'all clear' email to their personal cell phone, they will then return to the office/classroom and continue their work.

- Ask the Manager – Administrative Services or staff member to contact the following and inform them of the situation:
  - 911
  - Landlord (to inform other tenants)
- The Manager – Administrative Services is to also send out an 'All Columbia' and 'Faculty' email informing them of the situation. Then ask them to remain calm and advise everyone to exit their building immediately.
- Ask the Manager – Administrative Services or designate to continue to send out emails about every ten minutes to keep those on and off campus up-to-date on the status of the situation until it is declared safe. They may do this on their personal cell phone if they are outside of the building.
- The President or designate will interact with all stakeholders and take any additional actions to address unforeseen circumstances.
- When the police declare the building(s) safe, a notice will be posted on the college website, and a similar email will be sent out by the Manager – Administrative Services or designate to all:
  - Faculty and Staff
  - Students

This message will state that they may now return to classes and work immediately. If the weather was too cold and some students were sent home, then they will be advised to return to classes in the morning.

- If it is late in the day, the President, Registrar, or designate may choose to cancel evening and/or weekend classes. If this decision is made, the Program Chairs for affected programs will be notified as will the Administration team, and it will be posted online (Moodle or website). Otherwise evening and weekend classes will proceed as planned.

### 3. After the Threat has Ended

- The Facilities Manager will initiate an email the following morning to all stakeholders asking them to note any issues and challenges regarding the emergency situation and communicate their recommended changes of procedures to their Department Head within 24 hours.
- Department Heads will review and summarize recommended changes in procedures and forward the summary to the Facilities Manager within 48 hours.
- The Facilities Manager will receive all email and other reports, summarize them into a report and present it to the President within another 48 hours.
- The President will review the report from the Facilities Manager and either consult further with stakeholders or communicate with the stakeholders any changes that will be made to current procedures.