



**Department of Justice and Public Safety**  
**Adult Custody Services**

Policy: **Terrorism/Bomb Threat D22**  
Effective: October 2001  
Revised: December 2022

---

**MISSION STATEMENT**

---

Adult Custody Services is committed to providing professional practices that respect human rights and ensure safety for all. To be successful we will deliver fair practices, incorporate transparent policies and procedures, ensure independent quality assurance processes, and provide program access that allows for educational, cultural, traditional, and faith-based services as well as mental wellness and community re-entry assistance.

---

**PURPOSE**

---

The establish procedural guidelines to follow in the event of any form of terrorism / bomb threat.

---

**LEGISLATIVE AUTHORITY**

---

[Corrections Act NB.- Section 35](#)

---

**SCOPE**

---

This policy applies to all employees of the Adult Custody Services division of the Department of Justice and Public Safety.

---

**POLICY GUIDELINES**

---

It is the responsibility of each employee to ensure that these guidelines are observed and followed in the interest of the safety of employees, clients, and the public.

Operational managers will require specific local procedures to deal with their distinct needs, for example: Adult Custody institutions, vehicles, buildings with other occupants, mail, etc.

---

**PROCEDURE**

---

**Notification of Bomb Threats**

When notification of a bomb threat is received by telephone, the local police department should be notified immediately, give as many details as possible. All employees should be familiar with telephone procedures.

If the threat is received in writing, the letter or note should be turned over to the local police department. The note should be handled as little as possible. It may be useful in an investigation. All employees should be familiar proper suspicious mail procedures.

**Action to be Taken**



## Department of Justice and Public Safety *Adult Custody Services*

For either type of notification, contact should be made immediately with the local police department, providing all available detail relating to the bomb threat.

Police will initiate action in accordance with established procedures.

Applicable areas will be searched and/or evacuated, as deemed necessary.

It is important in the event of a bomb threat, no one (aside from designated police personnel) touch any suspected item.

Should a suspected item be located, immediately notify the local police department.

### **Telephone Procedures**

Keep these procedures readily accessible near the main telephone in the event a bomb threat or, an unusual or threatening call is received. These procedures, although designed for bomb threat information, will be helpful in any investigation.

When a bomb threat is received:

- Listen
- Be calm and courteous
- Do not interrupt the caller
- Obtain as much information as you can
- Call local police immediately and give as much detail as possible from the responses to the following questions

Questions to Ask:

- What time will the bomb explode?
- Where is it?
- What does it look like?
- Why did you place the bomb?
- Where are you calling from?
- What is your name?

Threat Recipient's Particulars:

- Name
- Section/Branch/Department:
- Person to contact
- Telephone

Record Data:

- Date
- Time
- Duration of call



**Department of Justice and Public Safety  
Adult Custody Services**

Exact Wording of Threat:

- Write exactly what the caller said.

Identifying Characteristics:

- Sex
- Estimated age
- Accent (English, French, etc.)
- Voice (loud, soft, etc.)
- Speech (fast, slow, etc.)
- Diction (good, nasal, lisp, etc.)
- Manner (calm, emotional, vulgar, etc.)
- Background noises
- Was the caller's voice familiar to you? If yes, specify.
- Did it appear that the caller was familiar with the institution and/or the area? If yes, specify.

**Remain Calm**

When the call ends, call the local police department immediately advising that you have just received a bomb threat and provide them with all the information gathered. Advise where you are and how you can be reached, and immediately notify the Sergeant

**Search Guidelines**

To assist the search team, as time may permit:

- Search the immediate area.
- Identify strange or misplaced objects.
- Do not touch anything – report any suspect object.
- Unlock drawers, cabinets, etc., for Search Team.

**Suspicious Device or Package**

Should a suspect device or suspicious letter/parcel be discovered:

- Do not handle, shake, smell, or taste the article.
- Do not assume that it is the only article/device.
- Isolate the article and evacuate the immediate area.
- Anyone who handled an article should immediately wash their hands in warm soap and warm water.
- Notify local police immediately.

**Suspicious Letter or Parcel**

Vigilance should be exercised when screening mail for letter bombs, radiological, biological, or chemical contamination. Caution should always be used in handling envelopes or packages which appear suspicious for any of the following reasons:

- Unexpected mail large enough to contain a box of matches.
- Foreign mail, air mail and/or special delivery, especially from unexpected sources.



**Department of Justice and Public Safety**  
**Adult Custody Services**

- Restrictive markings such as confidential, personal, etc., especially on envelopes from unexpected sources.
- Excessive postage.
- Handwritten or poorly typed address.
- Incorrect titles or titles with no name; misspellings of common words.
- Oily stains or discolorations.
- Odors.
- No return address.
- Excessive weight.
- Rigid, lopsided, or uneven envelope.
- Protruding wires or tinfoil.
- Excessive securing material such as masking tape, string, etc.
- Visual distractions.

Mail handlers are encouraged to use latex gloves as a precaution.

Suspicious mail should be reported immediately to local police as outlined in the local Contingency Plan.

**Evacuation and Return**

When advised to evacuate, either by the sound of the fire alarm in the building, by police, or by senior staff, remain calm. Do as directed - do not waste time. Evacuation will be as outlined in the local Contingency Plan. Instructions regarding returning to the building or other information will be given as soon as possible.

---

**RELATED POLICY**

---

Section D20 Emergencies

Section D21 Disturbances

Adult Institutional Policy Manual NB