

## Bomb Threat Procedure

### 1. Purpose

Inala Community House seeks to protect the health and safety of all persons. In the case of a bomb threat, it is important that this is taken seriously by all persons.

### 2. Scope

This policy will apply to all services, programs, activities, Board members, employees, contractors, students, trainees, volunteers or any other person who carries out work for Inala Community House. For the purposes of this policy, these persons shall be referred to as workers.

This policy applies to any location where duties are performed (i.e. any workplace).

### 3. Procedure

#### Phone Threats

- Keep calm
- Try to stall them and do not hang up
- Complete the 'Bomb/Extortion Threat Checklist' which is located at the reception desk or on the Portal
- Do not hang up the phone, even if the caller hangs up
- Act calmly and do not spread this as it may cause people to panic
- Get another person to notify a senior worker (if possible and as soon as possible)

#### Emailed Threats

- Do not delete the email
- Act calmly and do not spread this as it may cause people to panic
- Immediately notify a senior worker

#### Physical Items

If a bomb threat or suspicious device is found in a letter, package or other physical item:

- Avoid touching or moving the item
- Do not allow others to handle the item (to protect forensic evidence such as fingerprints)
- Act calmly and do not spread this as it may cause people to panic
- Immediately notify a senior worker

#### In Person Threats

If a person presents and indicates that they have a bomb or other explosive device:

- Stay calm.
- Try to keep them calm and talking

- Do not escalate the situation by appearing angry or anxious
- If possible, indicate to another worker that there is a risk
- Notify a senior worker if possible

### **Bomb Threat Response**

- Senior staff member should present to assess the situation
- Where a suspicious device is located or a location is specified, the site should be evacuated in accordance with emergency procedures
  - Other offices or buildings in close proximity should also be evacuated
- Contact the police immediately on triple zero (000)
- Instruct all persons to turn off mobiles, radios or other items that can transmit a signal
- Notify the Chief Executive Officer as soon as possible

### **Post Incident**

Senior workers will ensure that:

- Relevant critical incident reports are completed
- All workers and persons affected are supported through debriefing and referral to support services (e.g. EAP)
- A review of the incident takes place

## **4. Review**

This procedure shall be reviewed every 3 years or after an incident involving a bomb threat.

## **5. Related Documents**

### **Policies**

ICH Workplace Health and Safety Policy  
ICH Risk Management Policy

### **Procedures**

ICH Incident Management Procedure

### **Forms**

ICH Incident Reporting Forms

### **Other**

ICH Emergency Management Plans