

Emergency Plan

BOMB THREAT

If a bomb threat is received, the following procedure must be carried out:

PERSON WHO RECEIVES THREAT

- Remain calm and get as much information as possible from the caller.
- If immediately handy, use Bomb Threat Checklist to prompt your questions and complete.
- DO NOT hang up your phone when the call is completed.
- If available record the Call Number Identification
- Quietly, to avoid panic, advise your Warden(s)
- If requested, attend a meeting to elaborate your completed checklist and remain available

WARDEN/S

- Notify the Yard Manager and Chief Warden.
- Alarms MUST NOT be activated

CHIEF WARDEN

- Effects action to safeguard personnel.
- Notifies Police
- Consults with Police

Notification Procedure

- Incident is identified / raised by worker to Management
- Police are Notified
- Directors are Notified

Note:

- 1. Bomb threats may require a different response to other emergencies. For example, if it is thought a bomb is located in or near the assembly area, evacuation to a different area or no evacuation at all may be ordered.
- 2. Mobile phones should be turned off, unless otherwise directed.
- 3. Radios should not be used in a transmit mode unless directed.

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