



Facility Management Victoria Pty Ltd Bomb Threat Procedure

This procedure is to be used as a guide as every situation will be different.

- Record exact wording of threat.
- Keep caller talking – try to obtain as much information as possible.
- Report to the Police on 000.
- Advise the Facility Manager – but do not create panic by telling other personnel.
- The Facility Manager will take any further action that is required.

NOTE:

- Record details of caller's voice and background noises – use the checklist.
- DO NOT HANG UP THE TELEPHONE, as it may be possible to trace the call even if the caller has hung up their telephone.

Facility Managers Duties:

- Notify the Police and the Facility Manager/FMV Director immediately.
- Do not create panic.
- The Facility Manager will advise all staff who will organize a search (Police will help).
- Searchers will check building, systematically looking in the most likely places such as:
 - Water extinguishers, hose cabinets etc.
 - Rest rooms (disposal cabinets etc).
 - Equipment rooms.
 - Ceilings – look for loose or out of place tiles.
 - Stairwells.
 - Potted Plants.

Remember, those who are familiar with an area are most likely to see something out of place.

- The staff will advise the result of the search direct to the Police and Facility Manager.
- If a particular place is named it may be decided to evacuate. Occupants are to take personal belongings with them.

If Bomb is found:

- DO NOT TOUCH IT – clear the area. Evacuate taking personal belongings with you, only if safe to do so.
- Advise the Facility Manager immediately.

- Report the package to Police on 000.
- Prevent other personnel from entering the area near the bomb.
- Do not close doors, open any that are.
- The Police & Facility Manager will advise you of any further action you should take.

Staff Duties:

- Advise the Facility Manager
- Follow Police & Facility Manager's instructions to evacuate the building.

Facility Manager's Duties:

- Ensure that the bomb has been reported to the Police on 000.
- Co-ordinate the evacuation using the EWIS panel or available staff.

NOTE:

- Do not make unnecessary public announcements unless authorised by the Police and / or the Facility Manager.
- Do not use radio-transmitting equipment such as mobile telephones and portable radios as the transmitting signal may activate the device.