



## Bomb Threat

Bomb threats may occur at schools or colleges and campuses due to a range of risk factors. Workplaces should be prepared to respond to bomb threats in an effective and appropriate way.

### Risk Factors

- History of bomb threats for workplace
- Student, ex-student or other person seeking to cause disruption to workplace
- Examination periods or other significant workplace activities

### Prevention Strategies

#### White level inspections

- Upon receipt of a bomb threat, conduct a white level inspection - a visual search of an area in order to determine if anything is unusual, unfamiliar or out of place.
- Consider conducting a white level inspection before deciding to evacuate.
- It is good practice to carry out a white level inspection prior to examinations in all rooms that are being used for examinations to reduce the level of threat and minimise the need for evacuation and disruption to students.
- Once staff are satisfied that the area is as it should be, the area should be locked and all access denied until the room is officially opened for use (e.g. for examination students). Students should take their personal belongings with them into the examination room and place them around the perimeter walls or in another designated area within the room.
- Assessment of the bomb threat should be made by the Principal in consultation with the police.



## Response

There are two aspects of response to bomb threats: Receipt of a bomb threat and Procedures for bomb threats or suspected devices.

## Procedures for Receipt of a Bomb Threats or Suspected Devices

### Response of a bomb threat

A bomb threat is usually received by telephone but may be received by mail.

It is important to remain calm as the information given by the caller, and replies to the questions asked by the person taking the call, could be of vital assistance to police. Efforts must be made to keep the caller on the telephone as long as possible to obtain the information needed by the police.

### If you receive a bomb threat, obtain and record the following information:

- Where the bomb is located?
- Time of explosion
- General appearance of the device
- What will make the device explode?
- Type of bomb
- Why the bomb was placed and the motive (including the people or groups involved)**
- The name, address and/or location of the caller

All workplaces should keep a copy of the Department's bomb threat report to assist in recording these points. Do your best to record the exact words of the caller, details of any background noises and the caller's voice (e.g. rational or irrational, young or old).

**Do not hang up the telephone. If the caller terminates the call, leave the handset off the hook. There is a possibility that the police will be able to trace the call. Use other telephones for communications. Call the police immediately on 000.**

If a bomb threat is received by mail, immediately seal the letter and envelope in an envelope. If the threat is received by email do not delete the item or forward it to any other recipient.

Also notify the appropriate senior officers, e.g. School Education Director, College Director. The bomb threat report will assist with these communications.

**Police are responsible for the overall management of incidents involving bombs or devices within the workplace. This includes searching for devices.**



## Procedures for Bomb Threats or Suspected Devices

**Police are responsible for the overall management of incidents involving bombs or devices within the workplace. This includes searching for devices.**

**REMEMBER: DO NOT TOUCH, tilt or tamper with a known or suspected explosive or incendiary device.  
DO NOT DELAY phoning the police.**

### Initial Action

Call 000 and promptly relay all information to the police. The police will come to the scene and ensure safety or will provide advice to the site manager. Police are responsible for the overall management of bomb-related incidents.

### Evacuation

If a device is located, or the information gathered by the police indicates that it is warranted, the police will determine that buildings should be evacuated. Principals should ensure that evacuation routes are clear before using them. Note that the police can take control of the site where required.

Staff and students should take personal belongings with them, including school bags which are in their immediate possession, and proceed to the evacuation assembly area. Staff and students should not delay evacuation by collecting other personal belongings not in their immediate possession.

The workplace manager or designated serious incident coordinator is to ensure that all staff and students reach and remain in the designated safe assembly area.

## **Search**

If an assessment by the police and school executive determines that the threat is serious enough to require evacuation, the police will implement a systematic search. Workplace managers should assist the police to familiarise themselves with the layout of the buildings, provide access to locked areas and assist them to identify any foreign objects.

If no area has been specified, the police will concentrate initially on external areas and those which are accessible to the public. They will start from the bottom floor and work their way up.

If an area or room has been specified in the threat, initially the Police will concentrate on that area.

## **Located Devices**

If you believe that you have identified an explosive device, take the following action:

- Do not allow the use of radio transmitters or mobile phones within 50m of a suspected device. You may use radio transceivers for reception only.
- Evacuate students and staff to a safe distance (assume an explosive device in an open area will damage property and may injure people within a radius of at least 100m)

## **Recovery Actions**

- Decide when to re-open the workplace, in consultation with the senior police officer at the scene
- Provide staff and students with accurate information about the current situation unless there is a legal issue that prevents this occurring
- Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident
- Review the emergency management plan