

Bomb Threat Emergency Checklist for Australian Businesses

Initial Response

- Stay Calm:** Keep yourself composed to handle the situation effectively.
- Listen Carefully:** If receiving a threat via phone, listen closely to the caller's voice, background noise, and specific details mentioned.
- Note Key Details:** Immediately write down any specifics about the threat, such as the time of the call, exact words used, and any demands or instructions given.
- Inform Authorities:** Contact the police immediately (dial 000). Do not delay this step.

Communication Protocol

- Notify Management:** Inform your immediate supervisor or the designated safety officer.
- Internal Alert:** Discreetly inform other staff members without causing panic, as per your business's emergency communication plan.
- Avoid Alarm:** Prevent panic by using code words or pre-agreed signals if necessary.

Safety Measures

- Evacuation Plan:** Follow your business's evacuation plan. Ensure that all employees are familiar with evacuation routes and assembly points.
- Avoid Using Mobile Phones:** Use landlines for communication. Mobile phones could potentially trigger a device.

Bomb Threat Data Collection

- Caller's Voice:** Was it calm, angry, excited, or disguised? Note the gender, accent, and any background noises.
- Threat Details:** Time of potential detonation, location of the bomb, reasons for the threat, and type of bomb, if mentioned.
- Suspicious Objects:** Look for anything unusual, but do not touch or move any suspicious items.

Post-Threat Procedure

- Await Instructions from Authorities:** Do not re-enter the building until cleared by the police or bomb squad.
- Document and Review:** Record how the threat was handled and discuss with your team to improve future responses.
- Employee Support:** Provide support to employees who may be shaken or need assistance.

Training and Awareness

- Regular Drills:** Conduct regular bomb threat drills and training.

- ❑ **Update Emergency Plans:** Regularly review and update your bomb threat and evacuation procedures.
- ❑ **Employee Education:** Educate staff on the importance of bomb threat awareness and the procedures to follow.

This checklist serves as a basic framework and should be adapted to fit the specific needs and circumstances of your business. Regular training and drills will ensure that employees are prepared and know how to respond effectively in a bomb threat situation.