BOMB THREAT PROCEDURE

Our aim is to provide immediate direction to an employee who may receive a bomb threat or observe suspicious behaviour which may be related to a bomb or similar threat.

- It is essential to remain calm and do not alarm other employees and children
- Do not use a mobile-phone, two-way radio or other electronic devices that may trigger the device

Working in conjunction with the *Emergency Evacuation Policy* and *Lockdown Policy*, this procedure provides detailed steps for educators to follow in the event of a bomb threat at the service.

Education and Care Services National Law or Regulations (R.168 and 97) NQS QA 2: Element 2.1.2 and 2.2.2 Health practices and procedures.

Related Policy: Emergency Evacuation Policy and Lockdown Policy Related Resource: Bomb Threat Checklist

BOMB THREAT RECEIVED BY PHONE		
1	If a direct or indirect threat or warning is received by phone, the receiver answering the phone will check the caller identification number and record the number	
2	The receiver of the phone call will alert the Nominated Supervisor/Responsible Person to call emergency services on another phone without alerting the caller	
3	The receiver of the phone call will try to keep the person calm and talking. DO NOT hang up the phone	
4	The receiver of the phone call will refer to the *Bomb Threat Checklist,* asking each question and writing their exact response. Do not say anything that may encourage irrational behaviour.	
5	The Nominated Supervisor/Responsible Person is to follow emergency services instructions. Do not evacuate the service unless instructed to do so.	
6	If instructed to evacuate by emergency services, educators are to check the immediate area to see if there are any packages, bags or other form of suspicious items that appear to not belong. Do not attempt to inspect the suspicious item.	
7	If a suspicious object is found, clear everyone away from the immediate area	
8	Implement the Service's *Lockdown Procedure* or *Emergency Evacuation Procedure* if advised by emergency services	
9	Once instructed to evacuate, ensure doors and windows are left open	
10	Do not leave the evacuation assembly area until instructed by emergency services	

SUSPICIOUS LETTER/ITEM/PACKAGE IDENTIFIED AT THE SERVICE		
1	The educator who identifies the letter/item/package is to avoid handling the item and **REMAIN CALM**	
2	The Nominated Supervisor/Responsible Person is to notify emergency services immediately and follow all instructions as authorised by emergency services	
3	Do not approach, touch, tilt or tamper with the package	
4	Educators are to move children away from the area and implement the *Emergency Evacuation Procedure* if advised by emergency services	
5	Check that all children, staff and visitors are accounted for using attendance records	
6	Follow directions from emergency services	
7	Following the resolution of the incident, the Nominated Supervisor is to notify the Regulatory Authority of the serious incident within 24 hours	
8	If the bomb threat is received electronically- by email or text- DO NOT DELETE THE MESSAGE	
9	Follow the procedure above and alert emergency services immediately	

REVIEW OF PROCEDURE			
Date procedure created	02/01/2025	To be reviewed	January 2026
Approved by	Krystle Hills	Signature	
Procedure Reviewed Date	Modifications/Changes		
January 2025	Procedure Checked; no changes made.		
April 2024	Minor change – Order of numbers corrected.		