



2026/03/03: Bomb Threat & Suspicious Articles Procedure

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1. Purpose

This procedure has been established as a precautionary measure to address bomb threats and the discovery of suspicious devices or packages.

A **bomb threat** is defined as any verbal, written, or electronic communication that threatens harm through the use of an explosive or incendiary device.

2. Procedures

2.1 Threats Received via Telephone

If a bomb threat is received by telephone, the following actions must be taken:

1. **Keep the caller on the line** for as long as possible. Remain calm, polite, and show interest to encourage the caller to continue speaking.
2. **Do NOT hang up**, even if the caller disconnects.
3. **Do NOT attempt to transfer the call** to another extension or person.
4. **Do NOT use the telephone** on which the threat was received for any outgoing calls.
5. If possible, discreetly signal or pass a note to another staff member to notify the Health & Safety Representative or your Manager immediately.
6. Record as much information as possible, including:
 - o The exact wording of the threat
 - o The caller's tone, voice characteristics, accent, or background noises
 - o Any unusual behavior or remarks
7. Record the **time and duration** of the call.
8. Activate the alarm if instructed or if deemed necessary.
9. Evacuate the building if required.

2.2 Suspicious or Unattended Items

If a suspicious or unattended object is discovered:

1. Immediately inform your Health & Safety Representative and/or Manager.
2. Remain calm and avoid causing panic.
3. **Do NOT touch, tamper with, or move the object under any circumstances.**
4. Activate the alarm if instructed or if deemed necessary.
5. Evacuate the building if required.

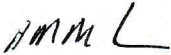
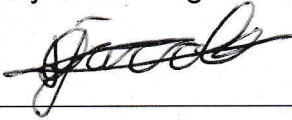
3. Bomb Threat Evacuation Procedure

Immediate and complete evacuation will normally occur when:

- A specific bomb threat has been received, or
- A suspicious object has been discovered.

Once the decision to evacuate has been made, the following procedures must be followed by all employees and occupants:

1. Exit the building using the main exits or designated fire exits.
2. Walk in a calm, quiet, and orderly manner.
3. Proceed directly to the designated assembly point.
4. Remain at the assembly point until an official "All Clear" is communicated by the Health & Safety Representative.
5. Reoccupation of the premises may only occur once formal clearance has been given.

Risk Manager Signature: 	Date: 5/3/2026
Safety Officer Signature: 	Date: 2026/03/06