9.5 Bomb Threat Flowchart

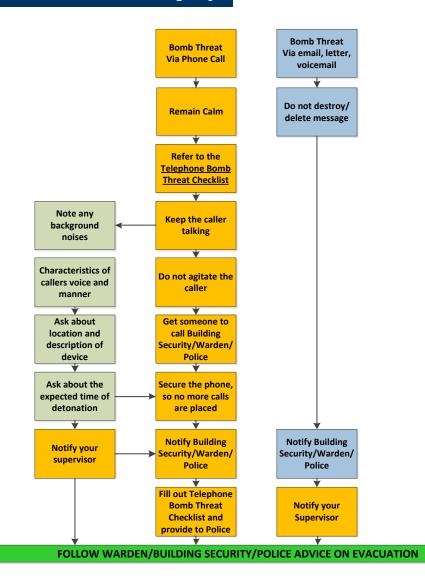|	
Name of Policy:	Bomb Threat Flowchart
Section:	WH&S
Responsibility:	All Employees
Department:	All Departments
Location:	All Offices

Flowchart in case of a bomb threat emergency

Bomb Threat Via Phone Call
↓
Remain Calm
↓
Refer to the Telephone Bomb Threat Checklist
↓
Keep the caller talking → **Note any background noises**
↓
Do not agitate the caller — Characteristics of callers voice and manner
↓
Get someone to call Building Security/Warden/Police — Ask about location and description of device
↓
Secure the phone, so no more calls are placed ← Ask about the expected time of detonation
↓
Notify Building Security/Warden/Police ← **Notify your supervisor**
↓
Fill out Telephone Bomb Threat Checklist and provide to Police

Bomb Threat Via email, letter, voicemail
↓
Do not destroy/delete message
↓
Notify Building Security/Warden/Police
↓
Notify your Supervisor

FOLLOW WARDEN/BUILDING SECURITY/POLICE ADVICE ON EVACUATION

For further information please contact Human Resources.