



Rockingham Montessori School Incorporated
ABN: 68 115 270 695

PROCEDURE TITLE: Bomb Threat Procedure

BOARD APPROVAL DATE: 15 June 2010

SIGNED BY CHAIR:

BOARD REVIEW DATE:

If you receive a bomb threat by telephone:

- **STAY CALM.**
- **DO NOT** hang up.
- Refer to the *Bomb Threat Checklist* on the following page.
- Try to get as much information as possible.
- Notify TIC. If TIC is off site, notify the Cycle One Coordinator. **DO NOT COMMUNICATE THE THREAT TO ANYONE ELSE.**
- Contact WA Police (TIC or Cycle One Coordinator to do this).
- Decide whether a search of the grounds is warranted (TIC or Cycle One Coordinator to do this).
- Decide whether the site is to be evacuated (TIC or Cycle One Coordinator to do this).
- If evacuation signalled, proceed to designated assembly area (refer to *Evacuation Procedures*).
- Ensure staff and students take bags and other belongings with them.
- Leave doors and windows open.

If you receive a bomb threat by mail:

- Avoid handling of the letter or envelope unnecessarily.
- Place the letter in clear plastic bag or sleeve.
- Inform TIC or Cycle One Coordinator.
- Contact WA Police and organise emergency personnel to conduct an area search (TIC or Cycle One Coordinator to do this).
- Consider the need to evacuate (refer to *Evacuation Procedures*) (TIC or Cycle One Coordinator to do this)

BY TELEPHONE: The person receiving the call is to note/record as many details and ask as many questions as possible. Record this on this form as soon as is practicable.

FROM ANOTHER SOURCE (e.g. WA POLICE): This form is still to be used. The source of notification is asked to provide as much detail as possible.

TELEPHONE BOMB THREATS (Response Checklist)	
1. General Questions to Ask	
<ul style="list-style-type: none"> • What is it? • When was it set to explode OR When will the substance be released? • Where did you place it? • What does it look like? • When did you put it there? • How will the bomb explode OR How will the substance be released? • Did you put it there? • Why did you put it there? 	
2. Bomb Threat Questions	
<ul style="list-style-type: none"> • What type of bomb is it? • What is the bomb? • What will make the bomb explode? • When is it set to explode? 	
3. Chemical/Biological Threat Questions	
<ul style="list-style-type: none"> • What kind of substance is it? • How much of the substance is there? • How will the substance be released? • Is the substance a liquid, powder or gas? 	
4. Other Questions to Ask	
<ul style="list-style-type: none"> • What is your name? • Where are you? • What is your address? 	
5. Observations from the voice	
<p>Speaker was: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Child</p> <p> Age: <input type="checkbox"/> Very Young <input type="checkbox"/> Adolescent <input type="checkbox"/> Adult <input type="checkbox"/> Old</p> <p> Sobriety: <input type="checkbox"/> Normal <input type="checkbox"/> Intoxicated <input type="checkbox"/> Drugged</p> <p> Speech: <input type="checkbox"/> Normal <input type="checkbox"/> Stammer <input type="checkbox"/> Slurred <input type="checkbox"/> Lisp</p> <p> <input type="checkbox"/> Incoherent <input type="checkbox"/> Well spoken <input type="checkbox"/> Abusive <input type="checkbox"/> Irrational</p> <p>Accent was: <input type="checkbox"/> Message sounded like it was being read by caller</p>	

TELEPHONE BOMB THREATS (Response Checklist)

Message was taped

Other:

6. Observations about the call

Source: Did it sound as if a public telephone was used? Yes No

Background Music Children Talking Typing Traffic

Noises: Machinery Aircraft Harbour Other

Call received At am/pm

by: Line No: Ext No:

Duration of Time:

Call:

Origin of Call: Bomber Police Fire Brigade Other

7. Other information you are able to add

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