



Bomb Threat : Risk Assessment

Pendle Hill Activity Centre

Risk Rating Key

- !!** Very High
- !** High Risk
- #** Medium Risk
- *** Low Risk

Identified Hazard –

- Bomb Threat to School/Service via phone/written/suspect item found
- Explosion/damage to building/s

**Evacuation Assembly Areas: Primary – Grass Area opposite OOSH Room
Secondary – Grass Area near Pre School**

Assessing the Threat

1. Non Specific Threat – simple statement that a device has been placed with scant additional information provided.
2. Specific Threat – more detailed warning that might describe the type and placement of device, reason or motive and additional, specific information.

Risk	Control Measures
	Staff will be required to read the Emergency Procedures Manual in consultation with this Risk Assessment.
	– As per our Emergency Procedures Manual & Flip Chart – 3.14 Bomb Threat and Flip Chart
Telephone Threat – Staff not following correct procedures	<ul style="list-style-type: none"> • Remain calm. • Do not hang up the phone. • Attract attention of another staff and they notify Chief Warden and Police. • Use Bomb Threat Checklist – Emergency Procedures Manual pg 33 and in Flip Chart.
Written Threat – Staff contaminating evidence	<ul style="list-style-type: none"> • Handle as little as possible. • Notify Chief Warden and Police. • Retain all papers/packaging. • Place in plastic sleeve or envelope. • Do not photocopy as it may destroy evidence.
Suspect Item found – – Staff/children unaware that it is a suspicious item – Staff not following correct procedure	<ul style="list-style-type: none"> • Staff/children are not to approach/touch suspicious/out of place items. • Do not touch or handle object. • Inform Chief Warden and Police. • Evacuate and isolate immediate area.
Chief Wardens response to the above Risks	<ul style="list-style-type: none"> • Evaluate situation. • After consulting with Emergency Services, advise Wardens on appropriate action/s. • Chief Warden will advise to do one of the following – <ul style="list-style-type: none"> – Do nothing

	<ul style="list-style-type: none"> – Search with partial evacuation – Search and evacuate – Evacuate immediately
Short notice of threat or high risk	<ul style="list-style-type: none"> • Chief Warden is to evacuate immediately and as quickly as possible. • Evacuation Assembly Areas and Routes must be searched to ensure that no one is exposed to danger during evacuation.
	<ul style="list-style-type: none"> • Leave doors and window open when evacuating. • Staff are to take personal items when evacuating so suspicious objects may be more easily identified.
<p># Emergency Control Organisation.</p> <p>!Protect in Place.</p> <p>!Wrong stage of Evacuation.</p> <p>* Staff not knowing Assembly Areas.</p> <p>! Children/staff/visitor are hurt/injured</p> <p>*Roll Call/Head Count.</p> <p>! Poor visibility from smoke.</p> <p>! Smoke inhalation/burns.</p> <p>!! Property/ Equipment damage/loss.</p> <p>!! Post traumatic Stress – counselling and support.</p> <p>!! Loss of life.</p>	<ul style="list-style-type: none"> – As per our Emergency Procedures Manual & Flip Chart – 3.3 Evacuation and Flip Chart • Refer to Evacuation Risk Assessment for Control Measures.
	<ul style="list-style-type: none"> – As per our Policies and Procedures, Education and Care Services National Regulations and Law and WHS Regulations and Law – • Refer to Evacuation Risk Assessment for Control Measures.
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