

Bomb Threat (Code Purple)

Australian Standard 3745 – 2010 Planning for Emergencies in Facilities, outlines the requirements for the establishment, validation and implementation of an emergency plan for a facility. The Standard provides for the safety of occupants of that facility and its visitors leading up to and during an evacuation including guidance on planning and response for bomb threats.

In a Bomb Threat situation, contact JCU Security (ext. 15555 / 4781 5555). Security will assess the need to alert Emergency Services. Security will make contact with Emergency Services if deemed necessary.

CODE PURPLE (Bomb Threat) is defined as a threat, written or verbal, delivered by electronic, oral or other medium, threatening to place or use an explosive, chemical, biological or radiological device at a time, date, place or against any specific person or organisation.

In the event of a bomb threat it is important that you remain calm and always treat the threat as genuine. JCU has a bomb threat checklist on the website, should you receive a bomb threat, record the information accurately on this document.

Evaluation of Threat - Non-Specific and Specific Threats

There are two types of bomb threats - Specific and Non-Specific.

- Non-Specific – a simple statement that a device has been placed e.g.: “There is a bomb in the building”;
- Specific – a more detailed warning statement that might describe the device, why it was placed, its location and the time of activation.

Threat Media

Threats normally differ therefore it is almost impossible to have a detailed procedure for each contingency. Listed below is some specific information relating to specific threats:

- Written Threat – On receipt of a written threat, immediate steps must be taken to maintain the integrity of the message. These include:
 - Place the threat document in a plastic sleeve or similar, to preserve the condition and prevent forensic contamination;
 - Do Not photocopy – this process could destroy useful information;
 - Restrict access – the document is physical evidence and should be surrendered to JCU Security / police;
 - If received by electronic means, take steps to secure the information, such as saving and printing.
- Verbal Threat (Telephone) – The person who answers the telephone has a critical role to play when a threat call is received and must be prepared to effectively gather all relevant information. They must try to remain calm and extract as much information as possible from the caller. Important points to remember:
 - Do Not hang up – it may be possible to trace the call;
 - Do not say or do anything that may attract irrational actions;
 - During the call write down important information;
 - Complete Bomb Threat checklist;
- Verbal Threat (Electronic recording equipment – Phone message)
 - Do Not delete the message – it may be possible to obtain important information such as the phone number the call was made from, the time of the phone call, the gender of the caller etc.

Action to take after receiving a Bomb Threat

In general after receiving a bomb threat, the following steps must be followed:

- Contact **JCU Security immediately (ext. 15555 / 4781 5555)**, once Security are notified and have access to the information gathered, Security will relay the information to the Head of Security and or the Chief of Staff so a positive threat assessment can be made;
- Once a plan is ready it will be communicated back out to the appropriate people. JCU Security will assess the need to alert Emergency Services and will make contact with them if deemed necessary;
- Advise Supervisor and/or Warden. Limit your communication with other building occupants, this will help minimise "PANIC";
- If evacuation is required Do Not set off the fire alarms;
- Calmly leave the area and proceed to the designated emergency assembly point and await further instructions;
- Do Not use mobile phones.

Evacuation Strategy

At JCU the assessment and decision to evacuate a building is through consultation with Security and Emergency Services. If evacuation is necessary, Occupants should:

- If you are a Warden for the building being evacuated, assume your responsibility;
- Leave doors and windows open;
- Follow the instructions of ECO members (Chief Warden/Wardens) and Emergency Service personnel;
- Do not expose yourself to excessive risk;
- Do not leave the designated emergency assembly point / re-occupy the building until the "All Clear" is given.

Suspicious Device

Suspicious devices or objects may be encountered. Should you find a suspicious device or object:

- Remain calm, Contact **JCU Security immediately (ext.15555, 4781 5555)**, (they will assess the need to alert Emergency Services and contact them if necessary);
- Advise Supervisor and/or Warden;
- Do Not touch or attempt to move the device or object, if safe to do so cordon-off area;
- Alert those nearby to retreat from the area;
- Evacuate the building, if advised to;
- Respond to the directions of ECO members and Emergency Services and/or Wardens.

Suspect Mail (Letter/Package)

Suspect mail items may be encountered at JCU. Some indications may be:

No return address, restrictive markings "personal", excessive postage for the article, misspelt words, poorly typed or written address, addressed to a title only, excessive tape or string, protruding wires, strange odour and/or oily stains, discoloration / crystallisation on wrapper.

What to do if you have received a suspect item containing a harmful substance and you:	
<p>HAVE NOT OPENED IT</p> <ol style="list-style-type: none"> 1. Contact Security 2. Place item in plastic bag and seal it 3. Place in a second plastic bag and seal 4. Stay in your immediate area 5. Do not allow others to enter 6. Keep hands away from face/mouth 7. Wash hands if possible (without leaving area) 8. If possible shut down A/C system 9. Wait for help to arrive 	<p>HAVE OPENED IT</p> <ol style="list-style-type: none"> 1. Contact Security 2. Do not disturb further. If material has spilt, do not attempt to clean it up or brush from clothes. 3. Place object over package without disturbing it 3. Stay in your immediate area 4. If there is a strong odour move away from item 5. Keep hands away from face/mouth 6. Wash hands if possible (without leaving area) 7. If possible shut down A/C system 8. Wait for help to arrive

Resources

- AS 3745 Planning for Emergencies in Facilities
- AFP BOMBS – Defusing the Threat Handbook
- WHS-PRO-019 Emergency Management Procedure

