

## Bomb or Suspicious Device/Package Procedure

The same general principles will apply as in the case of the fire policy and evacuation.

Actions to be taken on receipt of a bomb threat:-

- The receiver of the threat should follow the Bomb Threat questions outlined on the attached sheet and record answers as accurately as possible (Bomb Threat Checklist).
- Dial 999 and call police.
- Inform all centre users of threat and evacuate following fire policy procedures.
- **No** electronic alarm should be used – designated manual bell to be rung.
- Do not touch any suspicious packages.
- Avoid causing vibrations (children to walk, not run).
- **Do not** use mobile phones whilst in the building.
- **Do not** operated any electrical devices/light switches.
- Gather at least 100 meters away from building.
- Bomb Threat Checklist, children's emergency details, register and mobile phone to be taken off site.
- There will be no re-entry to the building until the incident has been declared over by the police.