



Health and Safety

for congregations

Security

If a bomb/substance threat is received by telephone:

- Do not hang up.
- If possible, fill out the bomb threat checklist (attached to the emergency plan) while you are on the phone to the caller.
- Keep the person talking for as long as possible and obtain as much information as you can.
- Have someone else call 000 for emergency services on a separate phone without alerting the caller.
- Notify the Church Council of the incident.

If a bomb/substance threat is received by mail:

- Place the letter and envelope into a clear bag or sleeve if it is safe to do so.
- Avoid any further handling of the letter or envelope or object and move everyone away from the area.
- Call 000 for emergency services and seek and follow advice.
- Wash your hands and follow any medical advice if there may have been a substance exposure.
- Notify the Church Council.

If a bomb/substance threat is received electronically:

- Do not delete the message.
- Call 000 for emergency services and follow advice.
- Notify the Church Council.



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bomb threat checklist

Try to keep the caller talking. Try to obtain as much information as possible. Remain calm and gain the attention of those around you (if safe to do so).

Exact wording of the threat:

Any other observations (e.g. voice quality, accent, background noises:

Question to ask the caller:

- When is the bomb going to explode or when is the substance going to be released?
- Where did you put the bomb/item?
- When did you put the bomb/item there?
- What does the bomb/item look like?
- What type of bomb is it, or how will the substance be released?
- Did you place the bomb/item?
- Why did you place the bomb/item?
- What is your name?
- Where are you?
- What is your address?