Pre-Bomb Threat Planning Checklist for Australian Businesses

Risk Assessment

- ❑ **Conduct a Risk Assessment:** Identify potential risks specific to your business location and operations.
- ❑ **Consult with Local Authorities:** Work with police and emergency services to understand local threats and recommendations.

Policy Development

- ❑ **Develop a Bomb Threat Policy:** Create a clear policy outlining the procedures to be followed in the event of a bomb threat.
- ❑ **Legal Compliance:** Ensure that your policy complies with Australian safety and workplace laws.

Communication Plan

- ❑ **Establish a Communication Chain:** Determine who should be contacted internally and externally (police, emergency services, etc.) during a threat.
- ❑ **Employee Notification System:** Set up a reliable system for informing employees about the threat and subsequent actions.

Employee Training and Awareness

- ❑ **Regular Training Sessions:** Conduct training for employees on how to recognize and respond to bomb threats.
- ❑ **Awareness Programs:** Implement ongoing awareness programs to keep bomb threat preparedness top of mind.

Evacuation Plan

- ❑ **Develop an Evacuation Plan:** Create a clear plan for safe and orderly evacuation.
- ❑ **Evacuation Drills:** Regularly conduct evacuation drills to ensure employees are familiar with the procedure.

Security Measures

- ❑ **Install Surveillance Equipment:** Consider cameras and other security systems to monitor and record suspicious activities.
- ❑ **Access Control:** Implement measures to control access to your premises.

Emergency Contacts and Information

- ❑ **Compile Emergency Contacts:** Maintain a list of essential contacts, including local police, fire department, and bomb disposal units.
- ❑ **Emergency Information Accessibility:** Ensure that all employees have easy access to this information.

Record-Keeping and Documentation

- ❑ **Maintain Records:** Keep detailed records of all trainings, drills, and updates to procedures.
- ❑ **Document Equipment and Resources:** Keep an inventory of safety and communication equipment available on-site.

Review and Update

- ❑ **Regular Policy Review:** Periodically review and update your bomb threat procedures.
- ❑ **Feedback Mechanism:** Create a system for employees to provide feedback on the procedures and training.

This checklist is a foundational tool for preparing your business against bomb threats. It's crucial to regularly review and update your plans to ensure they remain effective and relevant. Engaging with employees in this process can also help foster a culture of safety and preparedness.