

# **EMERGENCY EVACUATION PROCEDURE**

## **BOMB THREAT**

If you are close to where the alleged device is located, ensure that all mobile phones in the area are turned off

### **ON RECEIPT OF TELEPHONED BOMB THREATS**

- Remain calm and do not do or say anything that may encourage irrational behaviour
- Keep the caller talking (do not hang up) as this may assist in tracing the call, but do not agitate the caller
- If possible attract someone's attention and request that they notify the police immediately
- Note as many details as possible including, exact wording of the threat, any background noise, the characteristics of the callers voice (gender, accent, delivery of speech etc)
- Ask for the location of the device
- Ask for detonation time
- When the call has ended secure the phone to prevent any calls being made on it.
- Evacuate all occupants to the designated emergency evacuation area
- Do not enter the building until the all clear has been given

**AMBULANCE | POLICE | SAMFB EMERGENCY 000**

**NON EMERGENCY POLICE ASSISTANCE 1311444**