

# EMERGENCY PROCEDURE



**BOMB THREAT**

# As a Security Officer, what is my role and responsibility? In Bomb Threat and Work Place Safety

My role is to help observe any suspicious person or vehicle which eventually be a threat to the estate I am protecting



**How many ways I would receive the Bomb Threat from?**



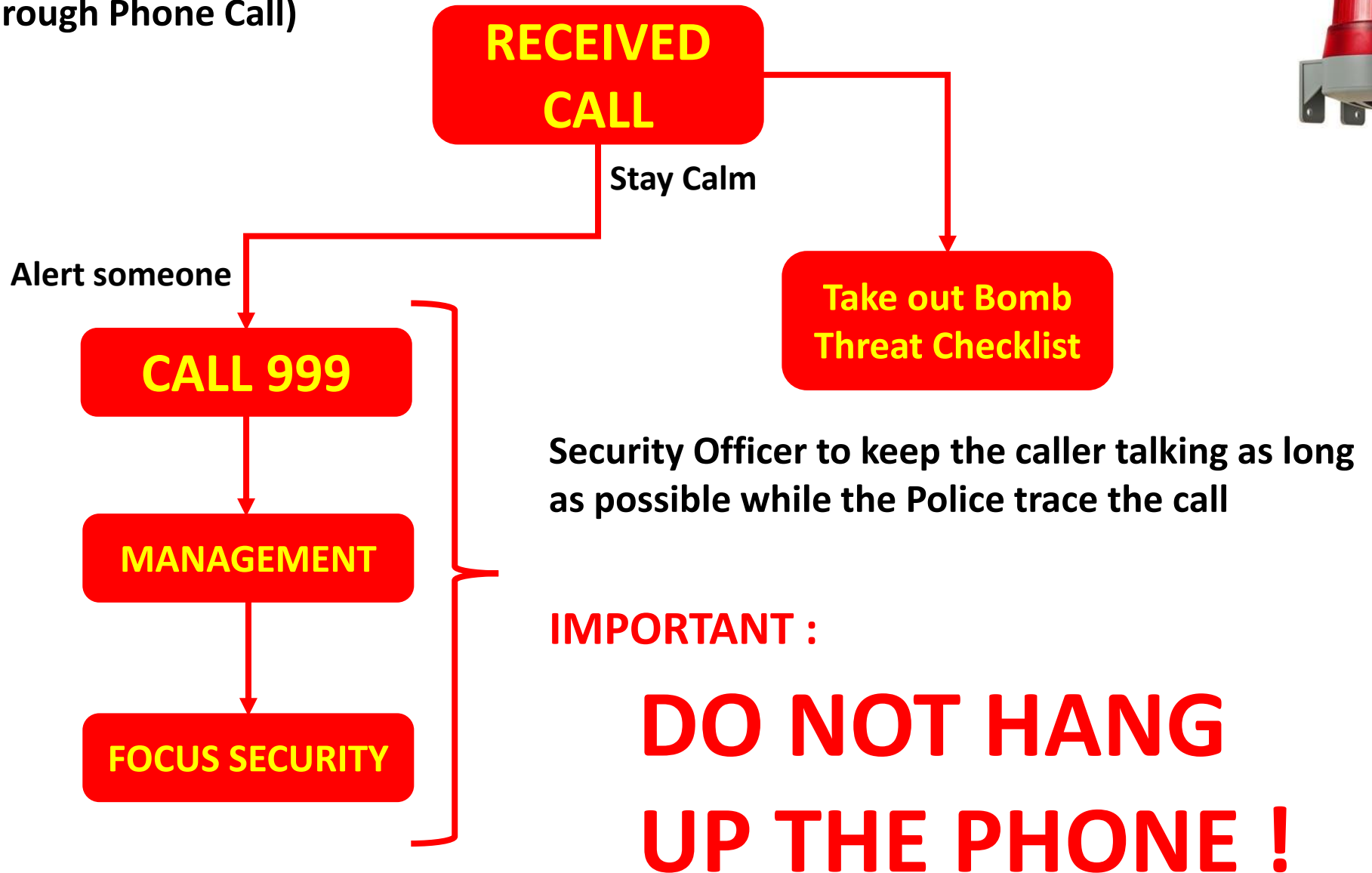
**Phone Call**



**Mail or Regular Courier**

# What action I need to do when I receive the Bomb Threat?

(Through Phone Call)



# What should I do while talking to the caller?



- Ask for precise location
- Details (how it looks like)
- What type of explosive use
- What is the intention of such act?
- The Amount
- Detonation Time
- What will cause it to explode

# What other information must I take while talking to the caller?



- Caller Voice
- Gender
- Language used
- Background noise etc

**IMPORTANT :**

**Be polite**

**DO NOT Antagonize  
the caller !**

# What I should do in the event the bomb is found within the premises



**DO NOT attempt to open the package**



**Cordon the area where the suspected item is located**



**Inform and Update the POLICE (999 or 995)**

**Inform and Update the Management**

**Inform and Update the Focus Security Services Pte Ltd**



**Perform Evacuation Procedure**

## **REMEMBER:**

**Inform all evacuees not to touch anything that looks suspicious while securing the premises**

# What I should do in the event the bomb is **NOT** found within the premises



**Declare as false alarm**



**Inform and Update the POLICE (999 or 995)**

**Inform and Update the Management**

**Inform and Update the Focus Security Services Pte Ltd**



**Record all incidents in the Occurrence Book**



# What action I need to do when I receive the Bomb Threat?

(Through mail or regular courier)



**DO NOT attempt to open the package**



**Place the suspected item in a corner of the room away from windows**



**Inform and Update the POLICE (999 or 995)**

**Inform and Update the Management**

**Inform and Update the Focus Security Services Pte Ltd**



**Perform Evacuation Procedure**

**REMEMBER:**

**Inform all evacuees not to touch anything that looks suspicious while securing the premises**

# Where is the assembly area?

## Evacuation Procedures

- SO to guide all evacuees to exit via staircase in an orderly and calm manner to the designated assembly area.
- SO to ensure no evacuees are allowed to use the lift and to stay away from glass surface, windows, outside doors or walls, display shelves and anything that could fall and result in injury during the evacuation.
- At the assembly area, SO to direct traffic and movement of evacuees as not to obstruct the passage of the Authorities (e.g. Police, SCDF vehicles and etc.).
- SO to ensure that all main entrances, exits and pathways to the building are adequately manned and cordon to prohibit unauthorised entry.
- SO to ensure that the SCDF has been notified and direct the Civil Defence Officers upon arrival.
- SO to provide first aid if necessary.
- SO to record all incidents in the Occurrence book and update the management of Premises and Focus Security.

## Assembly Area

**Assembly Area :** Car Park near the guard post

**Alternate Assembly Area:** Open area out the premise



# What are the Do's and Don'ts?



- Go for the nearest staircase
  - If you encounter smoke during your evacuation, stay low to the floor.
  - Know your building's evacuation plan.
  - Know two ways out of any building.
  - Make sure that hallways and stairway doors close tightly.
  - Know the locations of fire extinguishers, fire alarm pull stations, and exits.
- Do not take the lifts
  - Do not open the door when you feel heat on the door
  - Do not use water on Electrical Fire