



## **Bomb Threat Policy**

### **Introduction**

The primary concern of A Rapid Response Security Ltd is the safety and security of its clients, employees, and all individuals within the vicinity of the facilities under its management. This policy provides a framework for responding to bomb threats and suspicious items. It is designed to minimise the risk to life and property through effective and coordinated action.

### **Policy Statement**

A Rapid Response Security Ltd is committed to establishing and maintaining a secure environment.

We recognise the risks associated with bomb threats and will take all necessary measures to respond effectively and manage any threats.

### **Procedures**

In the event of a bomb threat, follow these procedures:

1. **Threat Received by Phone**
  - a) Keep the caller on the line as long as possible, noting any important details such as voice characteristics, background noises, and the caller's exact words.
  - b) As soon as the call ends, notify the Security Supervisor and complete the Bomb Threat Report.
2. **Threat Received by Mail or Email**
  - a) Do not touch or move the letter or package.
  - b) Notify the Security Supervisor immediately, who will then inform the police.
3. **Threat Received in Person**
  - a) Attempt to remember all details about the individual and their message.
  - b) Notify the Security Supervisor immediately.
4. **Threat Received via Social Media or Other Electronic Means**
  - a) Do not respond to the message.
  - b) Notify the Security Supervisor immediately, who will coordinate with the IT department and authorities.

### **Immediate Action**

Upon receiving a bomb threat:

- a) The Security Supervisor shall immediately call 999, the UK emergency services number, and notify local law enforcement authorities.
- b) Initiate the company's Emergency Response Plan and evacuate the premises if necessary, using designated emergency exits and routes.
- c) Arrange for a systematic search of the building by trained staff members, ensuring that the police are informed about any suspicious objects, packages, or items.
- d) Maintain communication with emergency services and follow their instructions.
- e) Ensure a designated assembly point for evacuated personnel and confirm all individuals are accounted for.



**Training**

All staff members must undergo regular training on this policy. The training will cover recognising and responding to bomb threats and will be included in the induction process for all new staff members.

**Responsibilities**

Everyone has a responsibility to contribute to the safety and security of our workplaces. All staff members must familiarise themselves with this policy and participate in training programs.

**Review**

This policy will be reviewed annually or more frequently if necessary to ensure it remains relevant and up to date.

**Compliance**

Failure to comply with this policy may result in disciplinary action. If you have any concerns about this policy or its implementation, please contact the Security Supervisor.

**Legal Compliance**

This policy aligns with relevant UK legislation, including the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and the Corporate Manslaughter and Corporate Homicide Act 2007.

This policy is authorised by;

A small, rectangular image showing a handwritten signature in black ink. The signature is cursive and appears to read 'M A Rana'.

M A Rana  
Director