

BOMBS THREATS AND SUSPICIOUS PACKAGE GUIDANCE

In the event of a bomb threat or the discovery of a suspicious package at work it is important that all employees fully understand what to do and take the appropriate action. This will ensure your own safety along with colleagues and customers.

All employees should report any concerns they have in relation to a bomb threat or suspicious package to their line manager/supervisor. Communication at an early stage is very important so that appropriate action can be carried out.

Each building has a designated Senior Responsible Officer (SRO) and in the event of a bomb threat or suspicious package the SRO, or the most senior officer immediately available, should be immediately notified by the line manager/supervisor. Please ensure that you are aware of the SRO at your main place of work.

The SRO, or the most senior officer immediately available, will be responsible for notifying the police of any such event.

The SRO, or the most senior officer immediately available, will also be responsible for taking control of the situation, evaluating any threat and deciding on any necessary action.

In such an event the SRO, or the most senior officer immediately available, will be responsible for and has the authority to implement the evacuation of the building.

The SRO, or the most senior officer immediately available, will decide as quickly as possible as to whether the bomb threat or suspicious package is a hoax or the threat is real and then decide what action to take.

Further information is available in the council's Bomb Threat or Suspicious Packages Policy which is available at the following link <http://www.westlothian.gov.uk/article/2197/Health-and-Safety>

April 2016