



Risk Management Plan

Risk Action Plan

The risk: Bomb Threat

Detail of the risk event/scenario: Bomb Threat received via phone

RISK DRIVERS	<p>Key drivers:</p> <ul style="list-style-type: none"> • Disgruntled parent, contractor or ex-employee. • Person seeking to cause disruption to the service. • Domestic violence issues spilling over into the service environment.
RISK RATING	LOW
CONTROLS	<p>Current controls in place:</p> <ul style="list-style-type: none"> ▪ Established bomb threat procedures. ▪ The establishment of an Emergency Evacuation plan. ▪ Adherence to statutory requirements in terms of trial evacuations within the Service. ▪ Staff following safety check procedures prior to opening the centre. ▪ Staff are encouraged to read emergency evacuation and lockdown procedures. ▪ Staff taking note of any suspicious activity and communicate with the person in charge.
EFFECTIVENESS OF CONTROLS:	ADEQUATE
POTENTIAL ADDITIONAL CONTROLS:	<ul style="list-style-type: none"> ▪ The inclusion of Bomb Threat procedures into the Service Emergency procedures. ▪ Specific bomb threat training incorporated into the Emergency training provided on a regular basis by an external consultant to all fire wardens. ▪ The placement of "Bomb Threat Cards" at all telephone stations in Centre management.
REASONS WHY ADDITIONAL CONTROLS ARE NOT YET IMPLEMENTED:	<ul style="list-style-type: none"> ▪ Bomb Threat risk assessment only developed recently.
KEY RESPONSE MEASURES:	<ul style="list-style-type: none"> • Record as much information as possible of the bomb threat • Do not touch, tilt or tamper with a known or suspected explosive or incendiary device • Call emergency services • If a device is located, or the information gathered by the Police indicates that it is warranted, implement lockdown/evacuation procedures. • Notify the regulatory authority within 24 hrs.



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"help me to do it myself"

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- RECOVERY MEASURES:**
- Re-enter the Service only after obtaining the ok from the senior police officer at the scene.
 - The Fire warden should then: provide staff, Committee members, parents and visitors with accurate information about the current situation unless there is a legal issue that prevents this occurring
 - Assess the need for, and arrange, counselling support
 - Review the emergency plan

ACTION ITEMS	ACTIVITY OWNER	DUE DATE	COMPLETED
▪ Bomb threat training to be provided in next warden training session.	Director	31/10/23	
▪ Undertake a bomb threat scenario bi-annually	Director	Ongoing	
▪ Develop bomb threat phone call procedure	Director	20/11/23	8/8/23