



## GUIDELINES FOR TERROR PREPAREDNESS AT THE WORKPLACE

### Guidelines on Terror Threats

**Note:** Terrorism manifests in form of bombings, assassinations, kidnaps, hostage-taking, hijack, arson, poisoning, armed attacks, etc.

- In case of anything suspicious, inform the immediate local authority or call the Police toll free on; 112, 999, 0800199699, 080012229. Do NOT touch, tamper with, or move the package, bag, or item.
- Remember, every situation is unique and should be handled in the context of the facility or environment in which it occurs. Facility supervisors and law enforcement will be in the best position to determine if a real risk is posed and how to respond.
- Having a plan in advance makes the response to bomb threats, unattended items, or suspicious items as orderly and controlled as possible, reducing risk and the impact of false alarms on regular activities.
- Conduct trainings in emergency preparedness/ evacuation, first aid, etc.; train employees, tenants, and/ or visitors to take appropriate actions in the event of a bomb threat and/or identification of an unattended or suspicious item. You can complement this by having in place adequate proper information pinned in accessible areas of the premises.
- If no guidance or immediate response is provided by the contacted authority and you feel you are in immediate danger, calmly evacuate the area.
- The security team at the workplace should be vigilant and ensure that they check every person who accesses the premises without being selective. Emphasize identification of persons at all times.
- Do not accept packages from strangers. Do not leave luggage unattended.
- Do not allow cleaners and service providers (especially those outsourced) to enter and work in your workplace without supervision.
- Empty garbage bins/dustbins at regular intervals and put away all equipment, not in use.
- Improve your emergency preparedness by ensuring that emergency exits are known to everyone including any other 3rd parties.
- Be alert and aware of your surrounding environment. Be aware of conspicuous or unusual behavior.
- Do not allow visitors to your offices (workplaces) to have free access to all areas.
- Keep all work and public spaces neat as much as possible to spot any out-of-place object which may be a bomb or other dangerous objects.
- Business community such as fuel dealers, mobile money agents, etc. should be on the lookout for unusual transactions and report to the police for investigation.
- Always inspect your workplace for signs of illegal entry, storage, and suspicious objects.
- Ensure proper lighting in offices and all other workstations
- Hold regular Safety, Health, and Security meetings for staff focusing on proactive and reactive interventions/ measures.



- Explore the possibility of some employees working from home. In the event of a bomb scare, this reduces on congestion and anxiety.
- Have in place effective communication channels.
- Conduct background checks on company employees. Keep an up-to-date registry of contact details of all workers (phone number, email address, or physical address)
- Ensure data protection and information security at all times.
- Comply with the measures put in place by all Security forces in the country, especially Police, army, etc.
- As we observe the above, let us continue exercising the COVID-19 SOPs as guided by the Ministry of Health, Government and other relevant authorities/bodies.

## **Specific or Reactive Interventions**

### **a) Explosion or Threat of Explosion**

1. If an explosion occurs without warning, take cover by lying on the floor.
2. Sound the firm alarm; this will automatically implement action to evacuate the building.
3. If the explosion occurs within the building, or threatens the building, immediately evacuate the building.
4. Move to an area of safety, and maintain control.
5. Check for injured persons. Render first aid if trained.
6. Notify Security as soon as it is possible, for example the police. The security will direct further action as required.
7. Fight fires only if trained and without endangering yourself or others.
8. Staff, clients and any third parties should not return to the building until Fire Department officials declare the building to be safe for occupancy.
9. The management will direct further action as required.

### **b) Bomb Threat**

1. Report to security immediately
2. Follow their guidance/ response

### **c) Evacuation of Building**

1. Alert security to coordinate the evacuation.
2. During normal working hours, verbal notification, will evacuate the building. Inform employees and clients of the bomb threat and request an orderly evacuation from the building area to a designated area.
3. Two-way radios, cellular phones and fire alarms should not be used during the interim since the radio frequency transmission could activate the explosive device.

### **d) Location of Suspicious Object**

1. Personnel locating any suspicious object should report this to Security. Do not move, jar, or touch the objects or anything attached thereto. The removal/dismanting of an explosive device must be left to the professionals, say, Police, etc.
2. Evacuate the area. Do not permit re-entry into the area until the device has been removed/dismantled.

### **f) Re-occupancy of Building**

1. After a search has been completed and all located explosive devices have been removed, or no explosive devices have been located, and the building is declared safe, re-entry will be permitted.
2. The decision to permit re-entry must be made by the security and management team.

