



# Branch Safety Guide



# TABLE OF CONTENTS

# WHAT DO I DO IN CASE OF AN INJURY?

## FOR AN ANGRY OR HOSTILE CUSTOMER OR CO-WORKER:

**EMERGENCY:** When it is obvious that medical attention is needed. These injuries include amputations, broken bones, continuous bleeding, when someone is unconscious/unresponsive, potential heart attack/stroke, severe burns, a significant loss of muscular range of motion to arms, legs torso or head/neck, shock, difficulty breathing or not breathing or a foreign object lodged in the body.

**NON-EMERGENCY:** When the employee is able to walk on their own, is clearly responsive to their surroundings, the injury can be treated with first aid or an eye wash station, or when there is a minor loss of muscular range of motion treatable with rest and first aid. In the event of an injury the branch should immediately:

- Call the reporting line immediately NurseCare **888.454.6272**
  - ✓ Option 1: If you are calling to report a work related injury and NO treatment has been sought
  - ✓ Option 2: If you are calling to report a work related injury and treatment has already been sought
  - ✓ Option 3: If you are calling to report a general liability claim
  - ✓ Option 4: To continue in Spanish
- Notify your Field Safety Specialist and upline Manager
- In case of an emergency, notify the Emergency Contact listed in the workers personnel file

Where do we direct medical providers and/or associates which require assistance with their claim?

<https://trueblueconnect.sharepoint.com/sites/Claims/SitePages/Workers'-Compensation.aspx>

# IF YOU EXPERIENCE WORKPLACE VIOLENCE

## **FOR AN ANGRY OR HOSTILE CUSTOMER OR CO-WORKER:**

1. Stay calm and be courteous.
2. Maintain eye contact and listen attentively.
3. Attempt to keep the situation in your control.
4. Notify your supervisor about the incident.

## **FOR A PERSON SHOUTING, SWEARING OR THREATENING:**

1. If safe to do so, signal a co-worker or supervisor for help.
2. Have someone call a supervisor to assist or have a co-worker contact the local police if the situation cannot be controlled.
3. Do not make any calls yourself; stay focused on the threatening person.

## **FOR SOMEONE THREATENING YOU WITH A GUN OR WEAPON:**

1. Stay calm and stall for time.
2. Maintain eye contact and listen attentively.
3. If safe to do so, signal a co-worker or supervisor for help.
4. Keep talking and follow instructions from the person who has the weapon.
5. Watch for an opportunity to escape to a safe area.
6. As a last resort and only if your life is in immediate danger, take action to incapacitate the violent person.

## **IF YOU ARE IN THE IMMEDIATE AREA OF AN ACTIVE SHOOTER OR OTHER VIOLENT SITUATION:**

1. Leave the area and alert others to follow you if a safe escape route is available to a safe location – well away from the violent situation.
2. Call 911 to alert public response agencies. Describe the location, person, behavior and weapon.
3. If escape isn't possible, hide or take cover or barricade yourself behind or under large, heavy objects, silence cell phones and remain as quiet as possible.
4. As a last resort and only if your life is in immediate danger, take action to incapacitate the violent person.

## **IF YOU ARE IN THE IMMEDIATE AREA OF A THREATENING SITUATION:**

1. Hide or take cover behind or under large, heavy objects.
2. Call 911 to alert public response agencies. Describe the location, person, behavior and weapon.
3. Isolate or evacuate other people if there is fear of escalation or concern for their safety.

## **FOR VERBAL, WRITTEN OR POSTED SOCIAL MEDIA THREATS:**

1. Notify your immediate Supervisor or Human Resources representative.
2. Provide details of the threat

# TRUEBLUE EMERGENCY REPORTING PROTOCOL

A crisis is a critical situation that poses immediate threats and requires urgent action to prevent significant harm or disruption. It often exceeds normal management capabilities and demands swift decision-making and coordinated efforts to address and mitigate its impacts. An unexpected catastrophic or escalating event can threaten people, the environment, TrueBlue's reputation, strategy or financials, or TrueBlue's ability to serve our customers.

Below are various emergency categories that can potentially occur:

- Life threatening injury (e.g. amputation, paralysis, severe head injury, loss of an eye).
- In-patient hospitalization (Overnight hospital stay)
- Fatality
- Workplace violence event
- Bomb Threat
- Environmental release or spill requiring community evacuation
- Fire resulting in sprinkler discharge, fire brigade response or public fire department response to extinguish the fire
- Natural disaster causing injury, property damage, or customer work stoppage if estimated stoppage down for more than 24 hrs.
- Unexpected labor strike or work stoppage
- Inability to access the facility due to local weather, health or political event
- Terrorism, sabotage, kidnapping, extortion
- Cyber security breaches, extortion or other events harmful to people or TrueBlue's reputation
- Media inquiries related to an incident on this list

The following number is answered 24/7 by English speaking operators:

Crisis Emergency Hotline: **855.70.ALERT**

You should also reach out directly to your assigned Safety Manager.

# IF THE MEDIA CONTACTS YOU

## TRUEBLUE MEDIA INQUIRY POLICY

Published 7/7/2022

Contact the TrueBlue Communications team at [pr@trueblue.com](mailto:pr@trueblue.com) or **253.680.8291**. We are always available to support your questions or concerns!

### PURPOSE

TrueBlue and its Communications team strive to provide transparent, timely, and accurate communications to all audiences, including the media. As such, members of the news media frequently contact TrueBlue for commentary, response statements, industry insights, or thought leadership.

The policy below is designed to protect and support both you and the company during these inquiries. It outlines the rules and processes we follow in any interactions with the media for all external audiences.

### GENERAL MEDIA POLICY

No one from any TrueBlue brand is authorized to speak to the media without prior written consent from the TrueBlue Communications department. All media inquiries must be immediately referred to [pr@trueblue.com](mailto:pr@trueblue.com) or **253.680.8291**.

Authorized media spokespersons for the company are Caroline Sabetti and Taylor Winchell of the TrueBlue Communications team. They may designate other spokespersons via written consent for a particular response.

Please note, general, non-media inquiries from publications do not need to be referred to the Corporate Communications Department. This includes advertising, sales pitches, vendor requests, etc.

### MEDIA INTERVIEW/QUOTE INQUIRIES

#### EMAIL INQUIRIES

If you receive a request via email from a member of the media, please do not respond. Instead, forward the message to [pr@trueblue.com](mailto:pr@trueblue.com).

#### SOCIAL MEDIA INQUIRIES

Similar to email, please do not respond to direct messages or public comments on social media from members of the press. Instead, send the message to [pr@trueblue.com](mailto:pr@trueblue.com) via screenshot or whichever method is easiest.

## IF THE MEDIA CONTACTS YOU (Cont'd)

### PHONE INQUIRIES

If a member of the media leaves you a voicemail, please do not return their call. Instead, send the message to [pr@trueblue.com](mailto:pr@trueblue.com) via audio file or whichever method is easiest.

If you happen to answer a call from a media representative, please say the following:

I apologize but I am not authorized to speak with the media. All media inquiries must be directed to our Corporate Communications Department. May I please have your contact details and the name of the news outlet you represent?

Thank you, I will pass that along to our media contacts.  
They can be reached at [pr@trueblue.com](mailto:pr@trueblue.com) or **253.680.8291**.

Following the call, please send the details of your call to [pr@trueblue.com](mailto:pr@trueblue.com) or **253.680.8291**.

### IN-PERSON INQUIRIES

If a member of the media attempts to or successfully enters your office building, you may politely say the following:

I apologize but I am not authorized to speak with the media. All media inquiries must be directed to our Corporate Communications Department, who are not at this location. May I please have your contact details and the name of the news outlet you represent before you leave? Thank you, I will pass that along to our media contacts. They can be reached at [pr@trueblue.com](mailto:pr@trueblue.com) or **253.680.8291**.

If they “ambush” your office and/or attempt to record you, you may say:

As I am not an authorized media spokesperson, I do not give you permission to record me at this time. I apologize but I’m going to have to ask that you leave the building now and contact our Corporate Communications Department, who will be able to answer your questions. They can be reached at [pr@trueblue.com](mailto:pr@trueblue.com) or **253.680.8291**.

Regardless of their response, do not make any attempts to force a journalist out of the door. If you need support, please call **253.680.8291** for immediate assistance.

### PARTICIPATING IN CONFERENCES, PANELS, PODCASTS, ETC.

If you are invited to speak on a panel, conference, podcast, or other live / digital event on behalf of the company, please send the request to the TrueBlue Communications team at [pr@trueblue.com](mailto:pr@trueblue.com) for review. Be sure to include details of the event and in what capacity you wish to represent the company.



## IF THE MEDIA CONTACTS YOU (Cont'd)

### REPRODUCTION OF CONTENT

Companies or individuals who wish to reproduce TrueBlue content, graphics, press releases, executive quotes, and other copyrighted material in the public domain must send their request to [pr@trueblue.com](mailto:pr@trueblue.com) for approval.

### WHAT TO AVOID

You may encounter questions or assertions from media that are false, misleading, or unfair toward the company, your team, or yourself. Even so, do not respond to correct or defend in any way. Instead, continue to direct any inquiries to our authorized representatives at [pr@trueblue.com](mailto:pr@trueblue.com) or **253.680.8291** for our Communications team to manage.

### QUESTIONS

If there are any issues that arise that are not addressed in this policy, please do not hesitate to contact our Corporate Communications Department at [pr@trueblue.com](mailto:pr@trueblue.com) for assistance.

### COMMUNICATIONS TEAM AND CONTACT DETAILS

TrueBlue | PeopleReady | PeopleScout | Staff Management (SMX, SIMOS, Centerline)



#### **SABETTI, CAROLINE**

TrueBlue SVP, Chief Marketing and Communications Officer



#### **WINCHELL, TAYLOR**

Senior Manager, External Communications

Contact us via email at [pr@trueblue.com](mailto:pr@trueblue.com) or phone at **253.680.8291**



## IF THERE IS A FIRE

In the event of a fire at work, follow these steps:

1. **ACTIVATE THE FIRE ALARM.** Immediately activate the nearest fire alarm to alert everyone in the building to evacuate.
2. **EVACUATE THE PREMISES.** Leave the building immediately using the nearest safe exit route. Do not use elevators. Assist anyone who may need help evacuating, but do not jeopardize your own safety.
3. **CLOSE DOORS.** Close any doors behind you as you evacuate to help contain the fire and prevent its spread.
4. **CALL EMERGENCY SERVICES.** Once safely outside, call the fire department or emergency services. Provide them with the address of the building and details about the fire, such as its location and any hazards present.
5. **ASSEMBLE AT DESIGNATED MEETING POINT.** Proceed to the designated assembly point at a safe distance from the building. This allows for accountability and ensures everyone is out of harm's way.
6. **DO NOT RE-ENTER THE BUILDING.** Under no circumstances should you re-enter the building until emergency responders declare it safe to do so.
7. **FOLLOW INSTRUCTIONS FROM AUTHORITIES.** Follow instructions from emergency responders and designated personnel. They will provide guidance on when it is safe to return to the building or if further actions are necessary.
8. **ACCOUNT FOR PERSONNEL.** Ensure that all employees and visitors are safely evacuated and accounted for. Report any missing persons to emergency responders.
9. **DO NOT USE FLAMMABLE EQUIPMENT.** Avoid using flammable equipment or attempting to extinguish the fire yourself unless you have been trained to do so and it is safe to proceed.
10. **REMAIN CALM AND AWAIT FURTHER INSTRUCTIONS.** Stay calm and cooperate with emergency responders. Listen for updates and instructions from authorities until the situation is resolved.



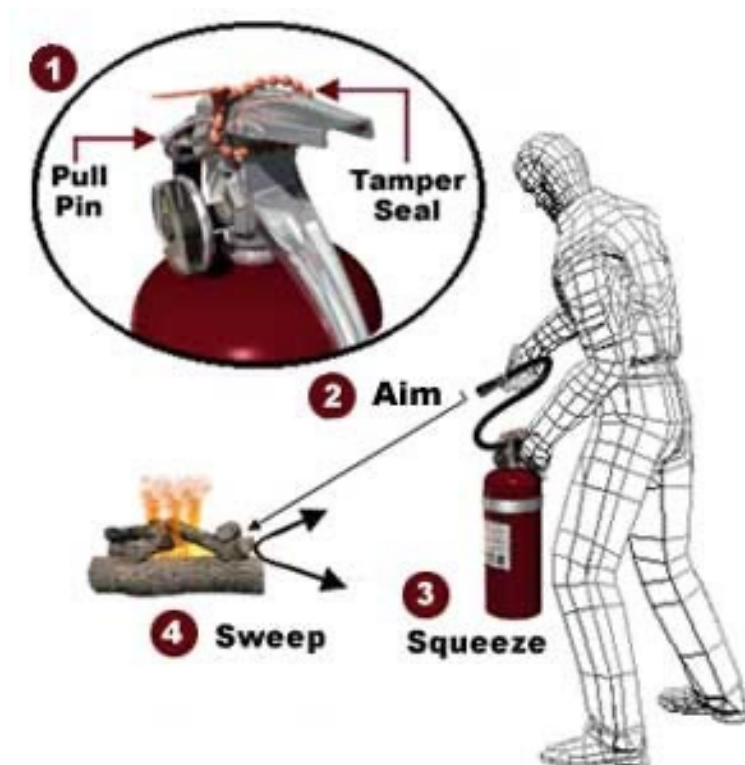
**Remember, prioritizing safety is paramount during a fire emergency.**

Act quickly, calmly, and decisively to ensure the well-being of yourself and others.

## IF YOU NEED TO USE THE FIRE EXTINGUISHER

The following steps should be followed when responding to incipient stage fire:

- Sound the fire alarm and call the fire department, if appropriate.
- Identify a safe evacuation path before approaching the fire. Do not allow the fire, heat, or smoke to come between you and your evacuation path.
- Select the appropriate **type of fire extinguisher**.
- Discharge the extinguisher within its effective range using the **P.A.S.S.** technique (pull, aim, squeeze, sweep).
- Back away from an extinguished fire in case it flames up again.
- Evacuate immediately if the extinguisher is empty and the fire is not out.
- Evacuate immediately if the fire progresses beyond the **incipient stage**.



## IF YOU NEED TO USE THE FIRE EXTINGUISHER (Cont'd)

Most fire extinguishers operate using the following P.A.S.S. technique:

1. **PULL.** Pull the pin. This will also break the tamper seal.
2. **AIM.** Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.  
NOTE: Do not touch the plastic discharge horn on CO2 extinguishers, it gets very cold and may damage skin.
3. **SQUEEZE.** Squeeze the handle to release the extinguishing agent.
4. **SWEEP.** Sweep from side to side at the base of the fire until it appears to be out. Watch the area. If the fire re-ignites, repeat steps 2 – 4



If you have the slightest doubt about your ability to fight a fire....

**EVACUATE IMMEDIATELY!**

## IF A SEVERE WEATHER WARNING IS ISSUED

If a severe weather warning is issued while you're at work, follow these steps to ensure your safety and the safety of others:

1. **STAY INFORMED.** Pay attention to official weather alerts and updates from reliable sources, such as the National Weather Service or your company's emergency notification system.
2. **FOLLOW PROCEDURES.** Follow your workplace's severe weather procedures as outlined in the emergency preparedness plan. This may include specific actions to take based on the type of severe weather warning issued (e.g., tornado, thunderstorm, hurricane).
3. **SEEK SHELTER.** Move to a designated shelter area or safe location within the building that provides protection from the severe weather. This may include interior rooms or hallways on lower floors away from windows.
4. **STAY AWAY FROM WINDOWS.** Avoid windows, glass doors, and exterior walls, as they can pose a risk of injury from flying debris or shattered glass during severe weather events.
5. **TAKE COVER.** If necessary, take cover under sturdy furniture or objects to protect yourself from falling debris or structural damage.
6. **STAY CALM.** Remain calm and reassure others around you. Follow instructions from designated personnel or emergency responders.
7. **STAY PUT.** Once you are in a safe location, stay there until the severe weather has passed and authorities give the all-clear signal. Avoid venturing outside until it is safe to do so.
8. **COMMUNICATE.** Keep communication lines open with coworkers, supervisors, and emergency responders as needed. Report any injuries or concerns promptly.
9. **MONITOR UPDATES.** Continue to monitor weather updates and follow instructions from authorities until the severe weather threat has fully subsided.
10. **ASSIST OTHERS.** If you are able to do so safely, assist others who may need help, especially individuals with disabilities or special needs.



**Remember that safety is the top priority during severe weather events.**

Stay vigilant, follow procedures, and take appropriate actions to protect yourself and those around you.

## IF THERE IS A FLOOD

In the event of a fire at work, follow these steps:

### WHEN A FLOOD IS IMMINENT:

1. Contact the building maintenance manager to coordinate the following:
2. Relocate the stock and critical equipment to higher ground.
3. If necessary, shut off electricity to prevent short-circuiting of electrical equipment.
  - a. Never enter flooded areas or touch electrical equipment if the ground is wet.

### AFTER THE FLOOD:

1. Check flooded building for structural stability before starting clean up.
2. Check for spilled flammable liquids, hazardous materials, etc., and eliminate them before other work begins (see Spills and Environmental Releases tab).
3. Assess the actual impact. Determine needs and initiate cleanup, repair and business resumption procedures.

Flooding can cause the disruption of water purification and sewage disposal systems, overflowing of toxic waste sites, and dislodging of chemicals previously stored above ground. Although most floods do not cause serious outbreaks of infectious disease or chemical poisonings, they can cause sickness in employees and others who come in contact with contaminated floodwater. In addition, flooded areas may contain electrical or fire hazards connected with downed power lines.

Floodwater often contains infectious organisms, including intestinal bacteria such as *E. coli*, *Salmonella*, and *Shigella*; Hepatitis A Virus; and agents of typhoid, paratyphoid and tetanus. The signs and symptoms experienced by the victims of waterborne microorganisms are similar, even though they are caused by different pathogens. These symptoms include nausea, vomiting, diarrhea, abdominal cramps, muscle aches, and fever. Most cases of sickness associated with flood conditions are brought about by ingesting contaminated food or water. Tetanus, however, can be acquired from contaminated soil or water entering broken areas of the skin, such as cuts, abrasions, or puncture wounds. Tetanus is an infectious disease that affects the nervous system and causes severe muscle spasms, known as lockjaw. The symptoms may appear weeks after exposure and may begin as a headache, but later develop into difficulty swallowing or opening the jaw. Floodwaters also may be contaminated by agricultural or industrial chemicals or by hazardous agents present at flooded hazardous waste sites. Flood cleanup crew members who must work near flooded industrial sites also may be exposed to chemically contaminated floodwater. Although different chemicals cause different health effects, the signs and symptoms most frequently associated with chemical poisoning are headaches, skin rashes, dizziness, nausea, excitability, weakness, and fatigue. Pools of standing or stagnant water become breeding grounds for mosquitoes, increasing the risk of encephalitis, West Nile virus or other mosquito-borne diseases.

## IF THERE IS A FLOOD (Cont'd)

The presence of wild animals in populated areas increases the risk of diseases caused by animal bites (e.g., rabies) as well as diseases carried by fleas and ticks. Protect Yourself After a major flood, it is often difficult to maintain good hygiene during cleanup operations. To avoid waterborne disease, it is important to wash your hands with soap and clean, running water, especially before work breaks, meal breaks, and at the end of the work shift. Employees should assume that any water in flooded or surrounding areas is not safe unless the local or state authorities have specifically declared it to be safe. If no safe water supply is available for washing, use bottled water, water that has been boiled for at least 10 minutes or chemically disinfected water. (To disinfect water, use 5 drops of liquid household bleach to each gallon of water and let it sit for at least 30 minutes for disinfection to be completed.) Water storage containers should be rinsed periodically with a household bleach solution. If water is suspected of being contaminated with hazardous chemicals, cleanup workers may need to wear special chemical resistant outer clothing and protective goggles. Before entering a contaminated area that has been flooded, you should don plastic or rubber gloves, boots, and other protective clothing needed to avoid contact with floodwater.

Decrease the risk of mosquito and other insect bites by wearing long-sleeved shirts, long pants, and by using insect repellants. Wash your hands with soap and water that has been boiled or disinfected before preparing or eating foods, after using the bathroom, after participating in flood cleanup activities, and after handling articles contaminated by floodwater. In addition, children should not be allowed to play in floodwater or with toys that have been in contact with floodwater. Toys should be disinfected.

### WHAT TO DO IF SYMPTOMS DEVELOP

If a cleanup worker experiences any of the signs or symptoms listed above, appropriate first-aid treatment and medical advice should be sought. If the skin is broken, particularly with a puncture wound or a wound that comes into contact with potentially contaminated material, a tetanus vaccination may be needed if it has been five years or more since the individual's last tetanus shot.

## IF THERE IS A FLOOD (Cont'd)

### TIPS TO REMEMBER:

- Before working in flooded areas, be sure that your tetanus shot is current (given within the last 10 years). Wounds that are associated with a flood should be evaluated for risk; a physician may recommend a tetanus immunization.
- Consider all water unsafe until local authorities announce that the public water supply is safe.
- Do not use contaminated water to wash and prepare food, brush your teeth, wash dishes, or make ice.
- Keep an adequate supply of safe water available for washing and potable water for drinking.
- Be alert for chemically contaminated floodwater at industrial sites.
- Use extreme caution with potential chemical and electric hazards, which have great potential for fires and explosions. Floods have the strength to move and/or bury hazardous waste and chemical containers far from their normal storage places, creating a risk for those who come into contact with them. Any chemical hazards, such as a propane tank, should be handled by the fire department or police.
- If the safety of a food or beverage is questionable, throw it out.
- Seek immediate medical care for all animal bites.



# IF YOU WITNESS A SPILL OR RELEASE OF A SUBSTANCE

If you witness a spill or release of a substance while at work, follow these steps to ensure the safety of yourself and others, as well as to mitigate any potential hazards:

- 1. ASSESS THE SITUATION.** Quickly assess the size and severity of the spill or release, as well as the type of substance involved. Determine if immediate action is necessary to prevent harm.
- 2. ALERT OTHERS.** Immediately notify nearby coworkers, supervisors, or designated safety personnel about the spill or release. Use established communication channels or emergency procedures to relay the information effectively.
- 3. EVACUATE IF NECESSARY.** If the spill or release poses an immediate danger to health or safety, evacuate the area following established evacuation procedures. Ensure that everyone moves to a safe location away from the spill or release.
- 4. CONTAIN THE SPILL.** If it is safe to do so and you have been trained in spill response procedures, take action to contain the spill using appropriate spill containment materials (e.g., absorbent pads, booms). Prevent the spread of the substance to minimize its impact.
- 5. PREVENT FURTHER EXPOSURE.** If the spilled substance is hazardous, take steps to prevent further exposure to yourself and others. This may include closing doors or using barriers to restrict access to the affected area.
- 6. FOLLOW SAFETY PROCEDURES.** Remain calm and reassure others around you. Follow instructions from designated personnel or emergency responders.
- 7. REPORT THE INCIDENT.** Report the spill or release to the appropriate authorities within your organization, such as environmental health and safety personnel or management. Provide accurate and detailed information about the incident, including the type and quantity of substance involved.
- 8. INITIATE CLEANUP.** If trained and authorized to do so, initiate cleanup procedures according to established spill response protocols. Follow proper disposal procedures for contaminated materials and waste.
- 9. MONITOR FOR HAZARDS.** Monitor the area for any ongoing hazards or risks associated with the spill or release. Take additional precautions as needed to ensure the safety of personnel and the environment.
- 10. REVIEW AND PREVENT FUTURE INCIDENTS.** After the spill or release has been addressed, conduct a thorough review of the incident to identify root causes and opportunities for improvement. Implement corrective actions to prevent similar incidents from occurring in the future.



**Remember to prioritize safety at all times when responding to spills or releases of substances in the workplace.**

Act quickly, follow established procedures, and seek assistance from appropriate personnel as needed.

## IF THERE IS AN EXPLOSION

If there is an explosion at work, follow these steps:

1. **TAKE COVER.** Immediately take cover under a sturdy piece of furniture, such as a desk or table, if available. Protect your head and neck from flying debris.
2. **STAY LOW.** Stay low to the ground to minimize exposure to smoke, heat, and toxic gases.
3. **CHECK FOR INJURIES.** Check yourself and others nearby for injuries. Administer first aid if you are trained to do so, but prioritize your own safety.
4. **EVACUATE THE AREA.** If it is safe to do so, evacuate the building using the nearest exit. Leave belongings behind and assist others who may need help evacuating.
5. **AVOID ELEVATORS.** Do not use elevators during an explosion or if there is a possibility of fire. Use stairs instead.
6. **MOVE AWAY FROM THE BUILDING.** Once outside, move to a safe distance away from the building to avoid further explosions or hazards.
7. **CALL EMERGENCY SERVICES.** Dial the emergency services number (e.g., 911) to report the explosion and request assistance. Provide clear and concise information about the location and nature of the incident.
8. **ACCOUNT FOR PERSONNEL.** If you are a supervisor or designated safety officer, ensure that all employees and visitors are safely evacuated and accounted for. Report any missing persons to emergency responders.
9. **DO NOT RETURN TO THE BUILDING.** Do not re-enter the building until emergency responders declare it safe to do so.
10. **FOLLOW INSTRUCTIONS FROM AUTHORITIES.** Follow instructions from emergency responders and designated personnel. They will provide guidance on further actions to take and when it is safe to return to the building.



### **Remember to remain calm and focused during an explosion.**

Prioritize safety, follow emergency procedures, and cooperate with authorities to ensure the well-being of yourself and others.

## IF THERE IS A BOMB THREAT

If a bomb threat occurs at work, follow these steps to ensure the safety of yourself and others while minimizing panic and disruption:

- 1. TAKE THE THREAT SERIOUSLY.** Treat all bomb threats as credible until proven otherwise. Even if the threat seems unlikely, it is crucial to follow established protocols to ensure safety.
- 2. STAY CALM.** Encourage others to remain calm and reassure them that appropriate steps will be taken to address the situation safely.
- 3. NOTIFY AUTHORITIES.** Immediately report the bomb threat to the appropriate authorities, such as the police or security personnel. Provide as much detail as possible about the threat, including any specific information provided by the caller or any suspicious items or behaviors observed.
- 4. EVACUATE THE BUILDING.** If instructed to do so by authorities or if you believe it is necessary for safety, evacuate the building using the nearest safe exit route. Follow established evacuation procedures and assist others who may need help evacuating, but do not delay evacuation to search for suspicious items.
- 5. LEAVE BELONGINGS BEHIND.** Encourage others to leave personal belongings behind, as they can hinder evacuation efforts and may pose a risk if they contain explosive devices.
- 6. MOVE TO A SAFE LOCATION.** Once outside the building, move to a safe location at a considerable distance from the affected area. Follow instructions from authorities and do not return to the building until given the all-clear.
- 7. ACCOUNT FOR PERSONNEL.** If you are a supervisor or designated safety officer, ensure that all employees and visitors are safely evacuated and accounted for. Report any missing persons to emergency responders.
- 8. COOPERATE WITH AUTHORITIES.** Cooperate fully with authorities and follow their instructions. Provide any relevant information or assistance requested to aid in the investigation.
- 9. AVOID SPECULATION OR SPREADING RUMORS.** Refrain from spreading rumors or speculating about the situation, as this can cause unnecessary panic and confusion. Trust official communications from authorities or management.
- 10. RESUME NORMAL OPERATIONS SAFELY.** Once authorities have determined that it is safe to do so, resume normal operations cautiously. Follow any additional instructions or precautions provided by authorities or management.

After the bomb threat has been addressed, conduct a thorough review of the incident to identify areas for improvement in emergency preparedness and response procedures. Implement any necessary changes to enhance security and mitigate future risks.

