



**CA**

# Workplace Violence Prevention Laws & Regulations

**Federal H.R. 5223**



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## **Threat Including Bomb Threat**

- Whenever possible, if telephone threat, note the following:
- Telephone number where the call was received;
- Exact **time** call was received;
- Caller's **sex, name, telephone number, and where calling from;**
- Details regarding **caller's voice** (calm, excited, disguised, accent, etc.);
- Caller's estimated **age** (as determined by voice);
- **Background noise**, if any; and
- If call involves a bomb threat, also ask the following:
- **When will the bomb explode?**
- **Where is the bomb?**
- **What does it look like?**
- **What kind of bomb is it?**
- **Why did you place the bomb?**
- (Sometimes the caller will respond unwittingly and provide valuable information.)
- Notify **Supervisor;**
- Immediately report the incident to the **Security Guard/Local Law Enforcement;**
- Notify **FBI** when violence is directed at the job function, normally contacted through/by Security, Solicitor, Inspector General, or OASAM Office; and
- **Evacuate** the area if safety at risk.

**Bottom Line:** If you reasonably believe that you have an imminent dangerous situation, call 911 or local emergency response facility immediately!

## **In the Event of a Medical Emergency**

Contact the following, applicable to the event:

- Call the **Department of Labor's Health Unit.**
- Call **Rescue Squad.**
- Call **Fire Department.**
- Stay with and comfort the injured/ill person.
- If you are trained and willing, apply first aid