**BOMB THREATS AND SUSPICIOUS PACKAGES GUIDANCE**

**Relevant Legislation:**

Health and Safety at Work Act 1974.

Management of Health & Safety at Work Regulations 1999.

**Responsibilities (Managers):**

Managers must ensure the health, safety and welfare of all staff/pupils/students/service users/visitors under their control and anyone who may be affected by their work.

**Responsibilities (Employees):**

Employees must co-operate with managers to enable the above duty or requirement to be performed or complied with.

**Responsibilities (Building Users – pupils/students/service users/visitors):**

Building users must co-operate with buildings staff to enable the above duty or requirement to be performed or complied with.

**Introduction**

A bomb can be distinguished in many ways - but it is most unlikely that it will look like a bomb. It may be concealed in a van, lorry, car, briefcase, handbag, carrier bag, in a biscuit tin, thermos flask, letter or posted package. Incendiary devices may be as small as a cigarette packet.

Your establishment may not be a major target for terrorism, but the target for other organisations or of persons with a grievance. Bombs can be planted indiscriminately, or the premises may become involved in an attack in which it is not the primary target simply because of its location.

Terrorist attacks vary with the time of year and the political climate and reports in the media help to assess the current level of terrorist activity. In addition, advice may come directly from the Police.

Attacks by others could be at any time. It is vitality important to encourage staff/pupils/students/service users/visitors to be alert at all times to suspicious objects and persons, both inside, and outside buildings.

It is important that plans are in place giving detailed procedures to be implemented in the event of an actual or threatened bomb attack or indeed for any emergency which may entail an evacuation of the premises.

**Guidance**

This documents can be used to determine a procedure to be used to deal with a bomb threat and/or suspcious item.

* Each building must have a nominated Evacuation Warden in a position of authority to order evacuation of the building, without having to refer this to another person for a decision to be made.
* This procedure and any subsequent actions should not, as a general rule, be confused with the fire evacuation procedures for the building.
* A risk assessment must be undertaken to assess the nature of the threat to each building. This must take into account other nearby premises that may be high risk, history of any threats, whether the building would be 'attractive' to activists for any reason, how easy it would be to target etc.
* A procedure must be determined to comply with legislation aimed at dealing with serious and imminent danger and providing guidance to staff/pupils/students/service users/visitors on when they should stop their activities and move to a place of safety. Consideration must be given to preventative measures such as limited access to buildings, good housekeeping practices to ensure anything suspicious is noticed quickly and ensuring staff/pupils/students/service users/visitors are alert to the dangers of strangers in the building, unattended packages, etc.
* Staff/pupils/students/service users/visitors likely to receive a telephone bomb threat should be aware of the basic procedures to follow. They should know to keep calm, try to obtain as much information as possible from the caller, keep the line open after the call ends to enable a trace to be made and report the call to the Evacuation Warden as soon as possible. If possible, the person receiving the call should try to find out the location of the bomb, what time it is likely to go off and why it has been planted (the form attached can be used to record information).
* Any staff member/pupil/student/service user/visitor who believes they have found a suspicious package/object should not attempt to move it but evacuate the immediate area and inform the Evacuation Warden. This person should be available to be interviewed by the Police.
* Mobile phones, radios and other electronic devices must not be used and be turned off in the near vicinity (15 metres) of a suspicious package/object.
* On receipt of a warning, the Evacuation Warden will decide the course of action. This could be to do nothing, to ask individuals to search their part of the building then evacuate or, to evacuate immediately.
* The method of raising the alarm to evacuate for a bomb threat and/or suspicious package/object will vary depending on the size of the building and number of occupants. It is vital, however, that all staff/pupils/students/service users/visitors and others using the building are aware of what method will be used, what is expected of them regarding searching and where their place of safety is.
* Arrangements must be pre-determined for disabled staff/pupils/students/service users and a copy of their Personal Evacuation Plan (PEP) should be held by an appropriate member of staff.
* When everyone has arrived at the place of safety, the Evacuation Warden will check to ensure everyone is accounted for and liaise with the emergency services.

**Above all, personal safety is paramount and must not be unduly jeopardised**

**BOMB THREATS BY TELEPHONE FORM**

**THE CALL**

* Switch on recording equipment (if available).
* Tell caller the name of the building and town you are answering from.
* Record the exact working of the threat (let the caller pass the message without interruption):

|  |
| --- |
|  |

* Ask the following questions:
  + where is the bomb right now? .
  + when is it going to explode? .
  + what does it look like? .
  + what kind of bomb is it? .
  + what will cause it to explode? .
  + did you place the bomb? .
  + why? .
  + what is your name? .
  + what is your address? .
  + what is your telephone number? (check caller display) .
* Record time call completed. .
* DO NOT HANG UP THE CALL
* Inform security (or appropriate senior manager).
  + name of person informed. .
  + telephone number of person informed. .
* Contact the police on 999.
  + time informed. .
  + crime number. .
* Record the following information:
  + time and date of call. .
  + length of call. .
  + telephone number call received on. .

**ABOUT THE CALLER**

The following part can be completed once the call has ended.

* + sex? Male/Female/Unsure .
  + nationality? .
  + age? .
  + language? (tick) □ Well spoken?

□ Irrational?

□ Taped message?

□ Offensive?

□ Incoherent?

□ Message read by threat-maker?

□ Did person sound to be forced to speak?

* + caller’s voice? (tick) □ Calm?

□ Crying?

□ Clearing throat?

□ Angry?

□ Nasal?

□ Slurred?

□ Excited?

□ Stutter?

□ Disguised?

□ Slow?

□ Lisp?

□ Accent? If so what type .

□ Rapid?

□ Deep?

□ Hoarse?

□ Laughter?

□ Familiar? If so, why/who .

□ Multiple speakers? If so, how many .

* + background sounds? (tick) □ Street noises?

□ House noises?

□ Animal noises?

□ Crockery?

□ Motor?

□ Clear?

□ Voice?

□ Static?

□ PA System?

□ Booth?

□ Music?

□ Factory machinery?

□ Office machinery?

□ Well spoken?

□ Other? (specify) .

**PERSON RECEIVING CALL**

Name. .

Designation. .

Signature. . Date. .