



BOMB THREAT PROCEDURE

Dealing with Bomb Threats:

- ✚ Any intimation, no matter how vague, that an explosive device has been placed at the Hall site must be regarded as a threat until investigation and subsequent events prove otherwise. The threat may be verbal (by telephone - which is the most common means of warning) or by letter/ electronic means or the physical presence of a suspect letter, parcel or objects ie: bag.
- ✚ The time available to deal with the threat may be short so it is very important to maintain good communication throughout the hall and that every person involved in the incident remains calm and follows the instructions of those designated to deal with the incident and responsible for co-ordinating any evacuation that may be required.
- ✚ Anyone receiving a warning of the possibility of a bomb on the Hall site must immediately contact the incident team who would be the Minister or the office staff. The person who received the warning needs to go to the Foyer and liaise with the incident team who should assemble in the foyer. It is important that everyone remains calm.
- ✚ The decision on what action to take will be made by the Incident team but **Police and Fire services** need to be informed.

Decisions and Actions:

One action is to ignore the threat if you are **absolutely sure that it is a hoax**. If there is any doubt following an initial investigation, then the decision must be made to evacuate the building following the evacuation procedures. Whatever decision is made, the **Police must be notified**.

If the threat seems low, the other action is to conduct a search of the building without immediate evacuation or until a suspicious object has been found. If something suspicious is found then the building would need to be evacuated. If nothing is found the incident team may feel able to declare the building safe.

If the incident team consider **the threat to be high**, the building should be evacuated immediately but calmly. If you have a time limit you need to be aware of what the time limit is and ensure people are evacuated from the nearest exit but away from the suspected area and wait for the Police and Fire services

If the threat comes via the telephone the following procedure should be implemented:

- ✚ Indicate to a colleague that you have a bomb threat caller on the line (colleague to notify incident team)
- ✚ Keep calm but try and obtain as much information as possible using the form attached.

Record of Bomb Threat

RECORD THE EXACT WORDING OF THE THREAT:

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 / mobile number? _____

KEEP THE CALLER TALKING FOR AS LONG AS POSSIBLE. **DO NOT REPLACE THE HANDSET** - KEEP THE LINE OPEN EVEN IF THE CALLER HANGS UP AND LET OTHER STAFF KNOW THAT THE LINE IS LEFT OPEN

RECORD TIME THE CALL WAS COMPLETED: _____

KEEP TELEPHONE LINE OPEN AND RECORD NUMBER IF REVEALED: _____

RECORD WHO YOU INFORMED INTERNALLY: _____

Once the caller has hung up, complete the following to the best of your ability:

TIME & DATE OF CALL: TIME _____ DATE _____

LENGTH OF CALL: _____ NUMBER CALL WAS RECEIVED ON (Incl. ext.) _____

SEX OF CALLER: _____ ADULT / TEENAGER/ CHILD?: _____

NATIONALITY: _____ AGE: _____

Please turn over to

LANGUAGE: WELL SPOKEN? _____ IRRATIONAL? _____

TAPED? _____ FOUL? _____ UNCLEAR? _____

READING MESSAGE? _____

CALLERS VOICE: (please circle any that are appropriate): Calm Crying Clearing throat Angry
Nasal Slurred Excited Stutter Disguised Slow Lisp Accent Rapid Deep Familiar Laughter

(Anything else that you felt was distinctive about the voice, accent / or if it sounded familiar, can you name someone?) _____

BACKGROUND SOUNDS: (please circle any that are appropriate): Street noises House noises

Animal noises Crockery Motor Clear Voices Static PA system Booth music

Factory machinery Office machinery Other (please specify) _____

REMARKS:

Signature: _____ Print name: _____

Date: _____

INSTRUCTIONS FOR CARRYING OUT A SEARCH AFTER BOMB THREAT

WHAT YOU ARE LOOKING FOR IS AN UNIDENTIFIED OBJECT:

- ✚ SOMETHING THAT ISN'T NORMALLY THERE
- ✚ SOMETHING THAT IS OUT OF PLACE
- ✚ SOMETHING THAT CANNOT BE ACCOUNTED FOR

It would be good to allocate rooms or areas for each person to check ie

- 1 person to check outside of building including bins, foyer, Chapel and kitchen
- 1 person to check Eadon, Lounge, Hub and Lift
- 1 person to check Main Hall, vestries and Parsons suite
- 1 person to check balcony, offices and toilets on top floor
- 1 person to check ArCH and back of building

The search should begin at the entrance by looking around and seeing if anything looks different or out of place, noting any small areas where something could be hidden.

- Look for any small, unusual LED lights - often used in bombs.
- Listen for any unusual noises ie: ticking or whirring sounds

If anything is noticed at this stage, alert the incident team who may decide to evacuate the building if not already evacuated. If nothing unusual is seen, the search can begin in a methodical way, moving around in one direction.

Sweep 1: Work around the **edges of the room** looking at walls, floor area immediately underneath, behind curtains, blinds, behind furniture at edge of room and in waste bins finishing in the doorway where you started.

Sweep 2: Look at **furniture and the floor** - do not move furniture but look in/ at drawers and underneath furniture. If the floor covering has recently been disturbed it should be lifted.

If clear, close doors and report back to the incident team. Carry on until all areas have been checked