

BOMB THREAT PROCEDURE

1. Background

1.1 Types of Emergency

Terrorist Attack/Actions

The likelihood of a terrorist attack on College staff, students or premises, although remote remains a possibility. Until 11/9 the main perceived threat was that of bomb threats arising from the situation in Northern Ireland or hoax calls placed by persons wishing to disrupt the College's day to day operations.

It is important to keep the threat in perspective.

The potential for terrorist activity could be:

- Direct physical assault on property by postal bomb or bomb placed on premises.
- Direct assault by the use of infectious material.
- Indirect action eg contamination of water, power of food supplies, major disruption to other services, suppliers.
- Indirect by use of telephone bomb threats (no bomb).

1.2 Other areas of potential disruption to services

- Copycat actions by non-terrorist groups or individuals (primarily designed to cause maximum disruption without physical damage).
- Hoaxes

2 Managing the Emergency

2.1 Every emergency situation/incident occurring within College premises should have a definite line of managerial control. It is recommended that there is a predesignated Incident Officer (along with substitute personnel) to control the College response to the incident.

2.2 The Incident Officer will be expected to co-ordinate the College response to the emergency. This will include:

- Activation procedures, including evacuation of the premises, alert of the emergency services, deployment of College evacuation and search teams, and, if appropriate, implementation of search plans.
- If required, provide information on the building, staff, visitors, and chemicals/hazards to the emergency services on their arrival.
- Give the alert to other College personnel as appropriate. This will require contact with:
 - Principal
 - Depute Principal
 - Director of Operations & Business Development

See Appendix I for checklist of actions for incident officer.

2.3 If the emergency develops into a major or serious incident it is probable that the Business Continuity Plan will need to be activated.

3 Alert Procedures

3.1 A bomb threat or incident may require a different alert procedure. If a suspicious package is found the alert may have to consider sealing off one or more of the normal evacuation routes. The assembly points are required to be safe and therefore may also require to be searched.

3.2 When a bomb alert is the result of a telephone message the **Lothian & Borders Police must be contacted**. The police acknowledge that in most cases there is a very low risk that an explosive device will have been planted but they will attend all bomb threat calls. They will consult with the Control Room at Police Headquarters and give an indication of the grading of the alert and recommend whether or not to evacuate.

3.3 The police will expect the College to have instigated basic search procedures. Staff under the direction of the emergency Incident Officer will check immediate working areas and communal and public access areas.

3.4 When a bomb threat or alert is specific in time and area, or a suspicious package has been found an evacuation without a further search should be triggered.

4 Evacuation

4.1 Evacuation procedures must include designated routes, building clearance procedures designed to accommodate normal evacuation and other alerts where there are cordoned off areas within the building, unauthorised entry to the premises and safe assembly points.

4.2 The evacuation procedure should also include a provision for checking off staff/visitors at the assembly point.

4.3 Pre-planning should make provision for alternative internal accommodation when evacuations are likely to be lengthy or weather conditions are severe.

4.4 Disabled staff and students should have personal evacuation plans and be individually briefed on their evacuation procedures.

5 Training

The training implications for staff are:

5.1 All Staff

- Procedures for dealing with telephoned bomb threats received via the direct dial system
- Procedures for dealing with suspicious incoming mail
- Procedures for dealing with any suspicious packages found on the premises
- Search procedures to be implemented by all staff on the alert of a bomb threat where it has been assessed by the Incident Officer as appropriate for a search to be conducted

5.2 Specific Staff

- Search procedures to be adopted by the designated staff for areas not covered by staff at work stations i.e. toilets, public areas, assembly points (bomb threat)

6 Postal Bombs

6.1 Traditional postal bombs take many forms. They may come in any shape or size: parcels, envelopes or padded “jiffy bags”. They may explode or ignite when opened and sometimes before they are opened. Any attempt, however slight, to open the outer cover may initiate an explosion.

They may be posted, delivered by hand or arrive by courier.

6.2 Postal bombs are generally designed to kill or maim the person who is opening them. Their effect is local but a parcel bomb in particular may be large and designed to cause structural damage, in the same way as the bomb in the building.

6.3 All staff who might be required to open mail in the course of their work should know the tell-tale signs which are as follows:-

- grease marks on the envelope or wrapping;
- an unusual odour such as marzipan or machine oil;
- visible wiring or tinfoil especially if the envelope or package is damaged;
- the envelope or package may feel very heavy for its size;
- the weight distribution may be uneven: the contents may be rigid in a flexible envelope;
- the item may have been delivered by hand from an unknown source or posted from an unusual place;
- if a package, it may have excessive wrapping;
- there may be poor handwriting, spelling or typing
- the item may be wrongly addressed or come from an unexpected source;
- there may be too many stamps for the weight of the package

6.4 If a member of staff has any suspicion that a package which he/she sees is suspect, and the sender’s name and address is given, they should be asked to confirm the dispatch of the letter or package concerned and to validate its contents. If such information cannot be obtained:

1. Place the package on the nearest horizontal firm surface. Make no attempt to open it.
2. Leave the room, closing the door behind you. If it is possible to open the windows of the room before you leave, do so. Prevent other persons entering the room. Lock the door if possible and give the key to the caretaker or police. Leave all other doors open in exit route.
3. Dial 9-999 and inform the police immediately.
4. Evacuate the immediate area by sounding the fire alarm or the alternative alert alarm so that occupants of building gather at normal fire assembly point.
5. Ensure the Estates & Facilities Manager and the Principal's office are advised immediately. The first point of contact in the Principal's office being the Principal (ext 226), failing that the Estates & Facilities Manager (ext 212), failing that the Depute Principal (ext 211).

Note: On no account should a suspicious package be taken out of the office. It should not be placed outside in the street, put in a bucket of water or covered with sand.

6.5 Bombs on Premises

In practice, it is unusual for a bomb containing high explosives (rather than an item delivered through the post or an incendiary) to be found inside a building, although it is not unknown.

Good housekeeping practice minimises the risk of a hand-delivered device being planted. Public and private areas should be kept as clear as possible, with rubbish regularly removed and boxes and equipment stored tidily and in their own recognised places. Regular building users, as well as cleaning, maintenance and janitorial staff should all be aware of what is usually where so that they can spot the unusual.

Appendix I

Incident Officer Actions – Checklist

1. Complete bomb alert form details
2. Ensure police are advised via 999 of threat and seek their advice on action
3. If immediate evacuation not appropriate: a. Contact bomb wardens before raising general alarm b. Inform evacuation assembly point officer before raising general alarm c. Instigate procedure for workplace inspections and search of designated public areas
4. Course of action now dependent on result of search and nature of threat a. Nothing found, nothing exceptional in call – no evacuation – evidence to police b. Nothing found but call deemed credible consider evacuation c. Suspect device found, note location, isolate area and consider evacuation
5. Decision taken to evacuate: a. Level of evacuation required – depends on size and location of suspect device b. Alert evacuation assembly point officer of decision and activate appropriate evacuation procedures c. Provide attending police and fire service personnel with details on the type and location of any device found, plans of the building and any other relevant information requested d. If no device found and police and fire service personnel request assistance with a search of the premises – provide the expertise requested
6. Actions required on removal, destruction or explosion of the device a. Device removed or destructed – consult police/fire personnel and if appropriate stand down alert and reoccupy building b. Device removed or destructed but police/fire personnel do not advice reentry to building – consider staff welfare c. If premises damaged and it is appropriate implement Business Continuity Plan
7. Actions when no device found a. Take police/fire service personnel advice on re-entry to building

Bomb Wardens Actions – Checklist

At Newbattle Abbey College, Fire Wardens will also act as Bomb Wardens.

1. Alert of bomb threat from Incident Officer or other source a. Ensure that Incident Officer is aware and take his/her instruction

- b. If advised – instigate search and/or evacuation procedures
- c. Report results of search to Incident Officer

2. If suspicious package/device found

- a. DO NOT TOUCH
- b. Leave a distinctive marker and leave all doors on the exit route open (for bomb squad)
- c. Report completion of evacuation area to Incident Officer and Evacuation Assembly Point Officer
- d. Assist in preventing any unauthorised entry to the evacuated area
- e. Be available to provide information to the emergency services if required

Evacuation Assembly Point Officer Actions – Checklist

The Evacuation Assembly Point Officer is the same as for Fire Evacuation.

1. Alert of bomb threat from Incident Officer or other source

- a. Ensure the Incident Officer is aware and take his/her instruction
- b. Ensure that evacuation sheets are available
- c. If advised check evacuation assembly point
- d. If evacuation is implemented take reports from the bomb wardens
- e. On completion of the evacuation inform the Incident Officer
- f. Take instruction from the Incident Officer for re-entry of staff to the building or any redeployment to alternative premises and advise staff accordingly

Incident Officer	
Name	Telephone Number
Principal	Ext 226

Evacuation Assembly Point Officer	
Name	Telephone Number
Estates & Facilities Manager	Ext 212

Bomb Warden	
Name	Telephone Number
Director of Operations	Ext 225
Estates & Facilities Assistant	Ext 222
Senior Administrator	Ext 231
Catering Manager	Ext 214
Curriculum Manager	Ext 220

Employees – Actions

1. If there is a bomb threat staff will be required to act.

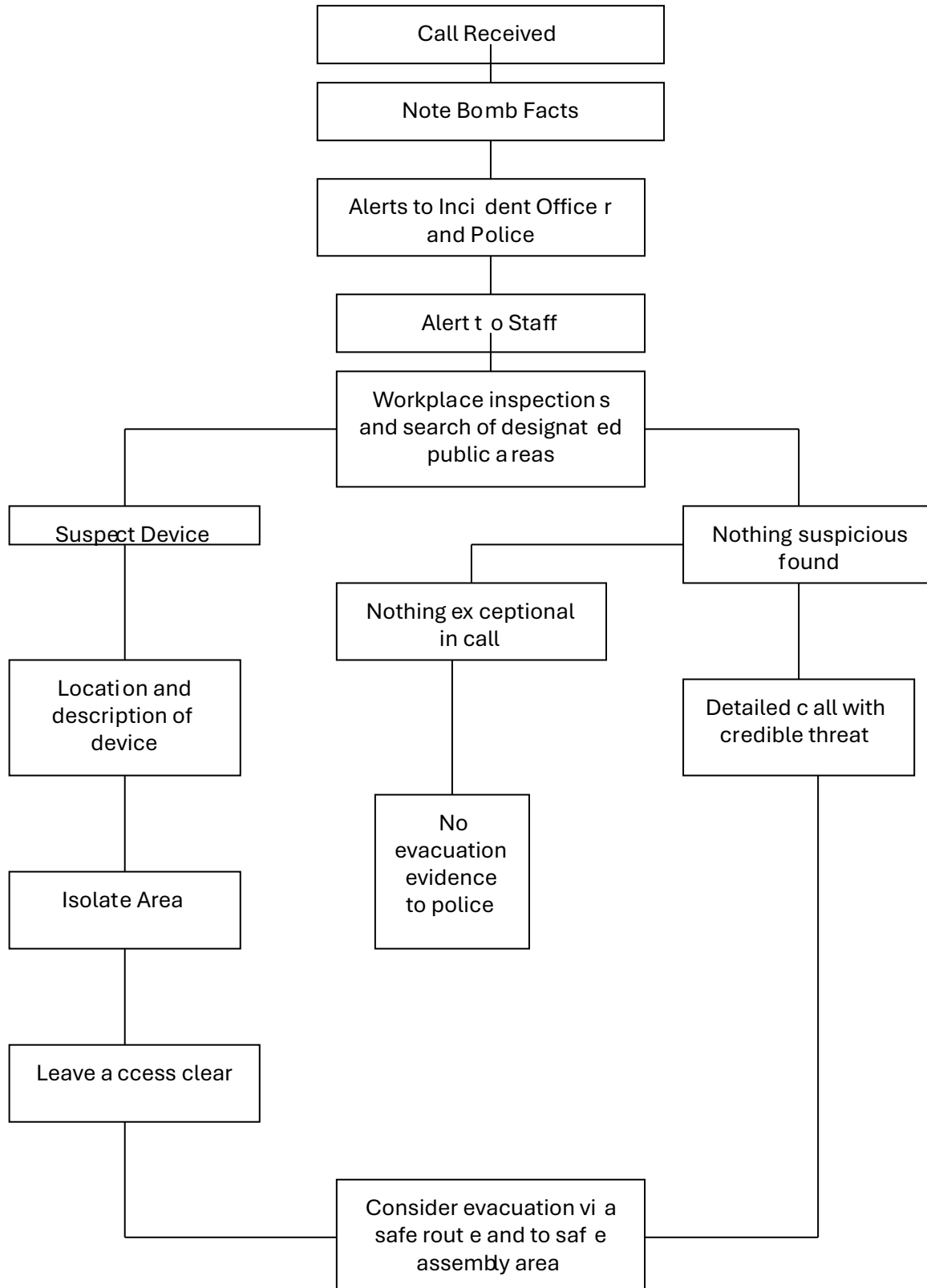
If the bomb threat alarm signal is heard (may be the same as the fire alarm) all staff should evacuate the building after briefly looking around their immediate area for any suspicious packages.

If a package is suspect, staff should evacuate by the nearest exit and report to the Evacuation Assembly Point Officer who will be at the pre-determined assembly position.

2. Visitors/Contractors

- a. Any visitors or contractors should be escorted from the building by either the employee they are visiting or, in the case of contractors by the person(s) detailed on the contractor's schedule.

Phone Call re Bomb Threat



Bomb Threat Checklist

INSTRUCTIONS: LISTEN, DO NOT INTERRUPT THE CALLER!

Caller's Identity:

Male _____ Female _____ Approximate Age _____

Voice Characteristics	Speech	Language	Accent	Manner	Background Noises
Loud	Fast	Excellent	Local	Calm	Office Mach.
High Pitch	Distinct	Fair	Foreign	Rational	Factory Mach.
Raspy	Stutter	Foul	Race	Coherent	Bedlam
Intoxicated	Slurred	Good	Not Local	Deliberate	Animals
Soft	Slow	Poor	Region	Righteous	Quiet
Deep	Distorted	Other	Other	Angry	Mixed
Pleasant	Nasal			Irrational	Street Traffic
Other	Other			Incoherent	Aircraft
				Emotional	Party Atmos.
				Laughing	Trains
				Other	Music
					Voices

Bomb Facts

Try to keep caller talking.

Essential Questions:

When will bomb go off?
 Where is bomb planted?
 What does it look like?
 What type of bomb is it?

Action to take immediate after call	
Notify following persons in order given:	
	Phone No.
Police	9-999 or 9-101
Principal's Office	Ext 226
Depute Principal	Ext 211
Director of Operations	Ext 225
Estates & Facilities Manager	Ext 212
Curriculum Manager	Ext 220

*Newbattle Abbey College is committed to the active pursuit of challenging discrimination,
advancing equality and celebrating diversity*

This Policy should be read in conjunction with other relevant College policies, procedures and guidance documents, whether specifically listed above or subsequently published or amended.

The College reserves the right to update, introduce, or revise policies and procedures from time to time.

Compliance with the most current versions of applicable policies and procedures, as published, is expected.

Title:	Bomb Threat Procedure
Lead Officer:	Health and Safety Consultant
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