

**Bomb Alert / Threat Template**

There are important differences between the fire (or other whole building) evacuation and bomb instructions. Most notably, in a bomb threat situation it is unusual to evacuate the entire building. To do so can be more hazardous than moving people within the building to areas away from the suspect package or incident.

**Signals**

|  |  |
| --- | --- |
| **Signal for bomb threat**  (This must be different to the fire alarm, or general evacuation alarm/signal.) | *Public Address (PA) announcement –*  *[insert message]* |
| **Signal for stand down / all-clear** | *Public Address (PA) announcement –*  *[insert message]* |

**Incident Control Officers & Response Team**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Emergency Contact Number** |
| Incident Control Officer |  |  |
| Deputies |  |  |
|  |  |  |
| Communications Officer |  |  |

**Other useful contacts:**

|  |  |
| --- | --- |
| **Name** | **Emergency Contact Number** |
|  |  |
|  |  |
|  |  |

It is important to remember that it is very much **the exception** to evacuate a building in the event of a bomb threat or incident. Unless the location of the bomb is known, a "blind" evacuation may be putting people in more danger (e.g. from a device at one of the entrances/exits) than if they had remained within the building.

**Assembly points**

**1.**

**2.**

**3.**

**Secondary (alternative) assembly point / place of safety**

**(for example, partner school / college / leisure centre) must be pre-arranged**

|  |  |
| --- | --- |
| Name of venue |  |
| Type of venue |  |
| Contact name |  |
| Contact telephone number |  |
| Include useful info such as distance from school, directions, capacity, opening hours | |
|

**Suspicious Items, Packages or Envelopes**

It is important that you do not move a suspicious item, package or envelope. Do not cover or encase it in any way. Be alert to secondary devices, there may be more than one.

**If you think it’s suspicious DIAL 999 – Ask for the Police.**

**Indicators of a Suspicious Item**

* Is the item typical of what you would expect to find in this location?
* Has the item been deliberately concealed or is it obviously hidden from view?
* Does it have wires, circuit boards, batteries, tape, liquids or putty-like substances visible?
* Do you think the item poses an immediate threat to life?

**What to do if you see a Suspicious Item**

* Do not touch it
* Try and identify an owner in the immediate area
* Check whether the item has suspicious characteristics

**If you still think it’s suspicious (or in any doubt)**

* Clear the immediate area and adjacent areas (look for possible secondary devices)
* Dial 999 ask for the police
* Follow police advice and provide as much information about the item as possible (see indicators above)
* Prevent others from entering these areas
* If safe to do so check CCTV

**Indicators of a Suspicious Package or Envelope**

General indicators that a delivered item may be of concern include:

* unexpected item, especially if hand delivered
* additional inner envelope or other contents that may be difficult to remove
* labelling or excessive sealing that encourages opening at a particular end or in a particular way
* oddly shaped or lopsided
* unexpected or unusual origin (postmark and/or return address)
* poorly or inaccurately addressed address printed unevenly or unusually
* unfamiliar writing or unusual style
* unusual postmark or no postmark
* more stamps than needed for size or weight of package
* greasy or oily stains emanating from the package
* odours, liquid or powder emanating from the package

**What to do if you identify a Suspicious Package or Mail Item**

* Do not touch
* If holding it, place it down carefully making sure it remains sealed
* Clear the immediate area and adjacent areas
* Dial 999, ask for the police
* Follow their advice and provide as much information about the package as possible (see indicators above)
* Prevent others from entering the area and adjacent areas

**Bomb Threat**

No matter how ridiculous or implausible the threat may seem, all such communications are a crime and should be reported to the police by dialling 999.

**What to do if you receive a Bomb Threat on the telephone**

* Stay calm and listen carefully
* Try to attract the attention of a colleague who should immediately dial 999
* Hold the caller on the line for as long as possible. Get as much information as you can and provide this to Security as this will assist the Incident Control Team in providing information to the police.

For example -

* + When is the bomb set to go off?
  + Where has it been planted?
  + What does it look like?
  + What kind of bomb is it?
  + What will cause it to explode?
  + Was the caller a man or a woman?
  + Was a code word given?
  + What was the exact wording of the threat?
  + Did the message sound as though it was being read from a prepared text or was it a taped message?
  + Did the caller sound intoxicated?
  + Was there any indication of the callers’ mental state - did he/she sound excited, disturbed, incoherent etc.?
  + Was there any accent, was he/she well-spoken etc?
  + Was there any indication of the type of telephone being used – for example a public call box?
  + Was there any significant background noise - e.g. house noises, street noises, music?
  + If displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended

**What to do if you receive a Bomb Threat electronically (email, social media etc)**

* Alert the police immediately
  + The police may be able to identify where the threat has come from
* Do not forward or reply to the message unless advised to do so by the police
* Do not delete the message
* Take a screenshot of the message, if possible
* Note any contact details in case the message is deleted (sender’s email address or username/user ID for social media applications)
* Preserve all web log files for your organisation to help the police investigation