Emergency Procedure in the event of a Bomb Threat Policy

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
V7.0	June 2021 HSS	Scheduled Review	Facilities Supervisor	Biennially as required
V6.0	June 2020 HSS	Annual review	Facilities Supervisor	Biennially and as required

Related policies

- This document forms part of the suite of Health and Safety policies that ICMP adheres to, collectively known as the Health and Safety Manual. These include:

- Accident Reporting and Recording Policy
- Contractors policy
- Control of Asbestos at Work Policy
- COSHH - Control of Substances Hazardous to Health Policy
- Display Screen Equipment Policy
- Electricity at Work Policy
- Emergency Procedures Bomb Threat Policy
- Environmental Policy
- Fire Safety Policy
- First Aid Arrangements Policy
- Legionnaires Disease Policy
- Lone Workers Policy
- Manual Handling Policy
- Noise Control Policy
- Personal Protective Equipment (PPE) Policy
- Risk Assessment Policy
- Stress at Work Policy
- Visitors Policy
- Waste Management Policy
- Working at Height Policy
- Fire Strategy Plan

External Reference

1. The Management of Health and Safety at Work Regulations 1999. Advice and Guidance: Health and Safety. ICMP has developed practices and processes to ensure that there are appropriate procedures for reducing the risks of injury to staff and students.

1. GENERAL STATEMENT

1.1. ICMP recognises that due to the diverse use of the premises, it may be subject to potential bomb threats.

1.2. A formalised record of message of bomb threat notification is found below.

2. PROCEDURE

2.1. In the event of a bomb threat follow the following procedure. Above all - keep calm and do not alarm others

2.2. If the threat is by telephone. Prolong the call – keep the person talking and ask:
    2.2.1. Location of bomb
    2.2.2. Time set to explode.
    2.2.3. Record exact information – see following bomb threat checklist.
    2.2.4. Do not replace the handset (this enables calls to be traced).

2.3. Actions to be taken on receipt of a bomb threat sent via email or social media
    2.3.1 Do not reply to, forward or delete the message.
    2.3.2. If sent via email, note the address.
    2.3.3. If sent via social media, what application has been used and what is the username/ID?
    2.3.4. Dial 999 and follow police guidance.
        2.3.5. Preserve all web log files to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after).
2.4. Record information for Police. If an object is found:
    2.4.1. Do not touch.
    2.4.2. Report the find to the police (999)
    2.4.3. Keep areas clear.

2.5. Basic rules:
    2.5.1. Treat as genuine.
    2.5.2. Record exact information.

2.6. Do not use mobile phones, two way radios or other electronic equipment that may trigger a device – turn off mobile phones and two way radios.

2.7. **Raise the alarm**

    2.7.1. Phone the police (999))
    2.7.2. Notify the facilities team.
    2.7.3. Do not use break-glass alarm, public address system, mobile phones or two-way radios.

2.8. **Evacuate**
    2.8.1. Be prepared to evacuate – await further instructions from emergency services.
    2.8.2. Evacuate the building as instructed to do so by the emergency services.
BOMB THREAT RECORD OF MESSAGE

Important

1.1. Do not put down the handset or cut off the call;
1.2. Obtain as much information as you can;
1.3. Try to keep the caller talking for as long as possible;
1.4. Dial 1471 to try and obtain the caller's telephone number (this facility will also advise on whether a payphone was used).

MAKE AN ACCURATE RECORD OF EACH WORD:

_____
_____
_____
_____
_____
_____
_____
_____

ASK THE FOLLOWING QUESTIONS AND NOTE THE REPLIES:

Where is the bomb?
_____
_____
_____
_____

What does it look like?
_____
_____
_____
_____

What time was it placed?
_____
_____

What time will it go off?
_____
_____

Who are you?
_____
_____
_____
_____

Were there any background noises? (Traffic, machinery, voices etc.)
_____
_____
_____
_____

MAKE SPECIAL NOTE OF:	
Voice / Accent	

Male / Female	
Young / Old	
Call Box / Private / Mobile	
Were any Code words used?	
Excited / Calm	

Any other Information

_____

_____

_____

_____

_____

Signature of Receiver_____

**Name
(Print)**_____

Date _____ **Time** _____