



The Institute
of Contemporary
Music Performance

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
V.5	Q1 2023-24 Health and Safety and Security	Review policy, amend and approve.	Facilities Operational Manager	Q1 2024-25
Related policies				
<ul style="list-style-type: none">• 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				
N/A				

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. Record information for Police. If an object is found:

2.3.1. Do not touch.

2.3.2. Report the find to the police (999)

2.3.3. Keep areas clear.

2.4. Basic rules:

2.4.1. Treat as genuine

2.4.2. Record exact information.

2.5. 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.

2.6. Raise the alarm.

2.6.1. Phone the police (999)

2.6.2. Notify the facilities team.

2.6.3. Do not use break-glass alarms, public address systems, mobile phones or two-way radios.

2.7. Evacuate

2.7.1. Be prepared to evacuate – await further instructions from emergency services.

2.7.2. Evacuate the building as instructed to do so by the emergency services.

BOMB THREAT RECORD OF MESSAGE

Important:

2.8. Do not put down the handset or cut off the call.

2.9. Obtain as much information as you can.

2.10. Try to keep the caller talking for as long as possible.

2.11. 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	
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Any other Information

Signature of Receiver _____

Name (Print) _____

Date _____

Time _____