



# BOMB THREAT PROCEDURE

## NATIONAL COLLEGE FOR ADVANCED TRANSPORT & INFRASTRUCTURE

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## 1 Overview

Bomb threats are extremely rare but NCATI is aware of both the potential for actual harm and the potential for severe disruption to its business that can be caused by hoaxes and malicious threats. These procedures have been put in place to minimise the risk to security and safety from bomb threats on site. These procedures should be read and used in conjunction with the Emergency Evacuation plan and Business Continuity/Crisis Management plan as applicable.

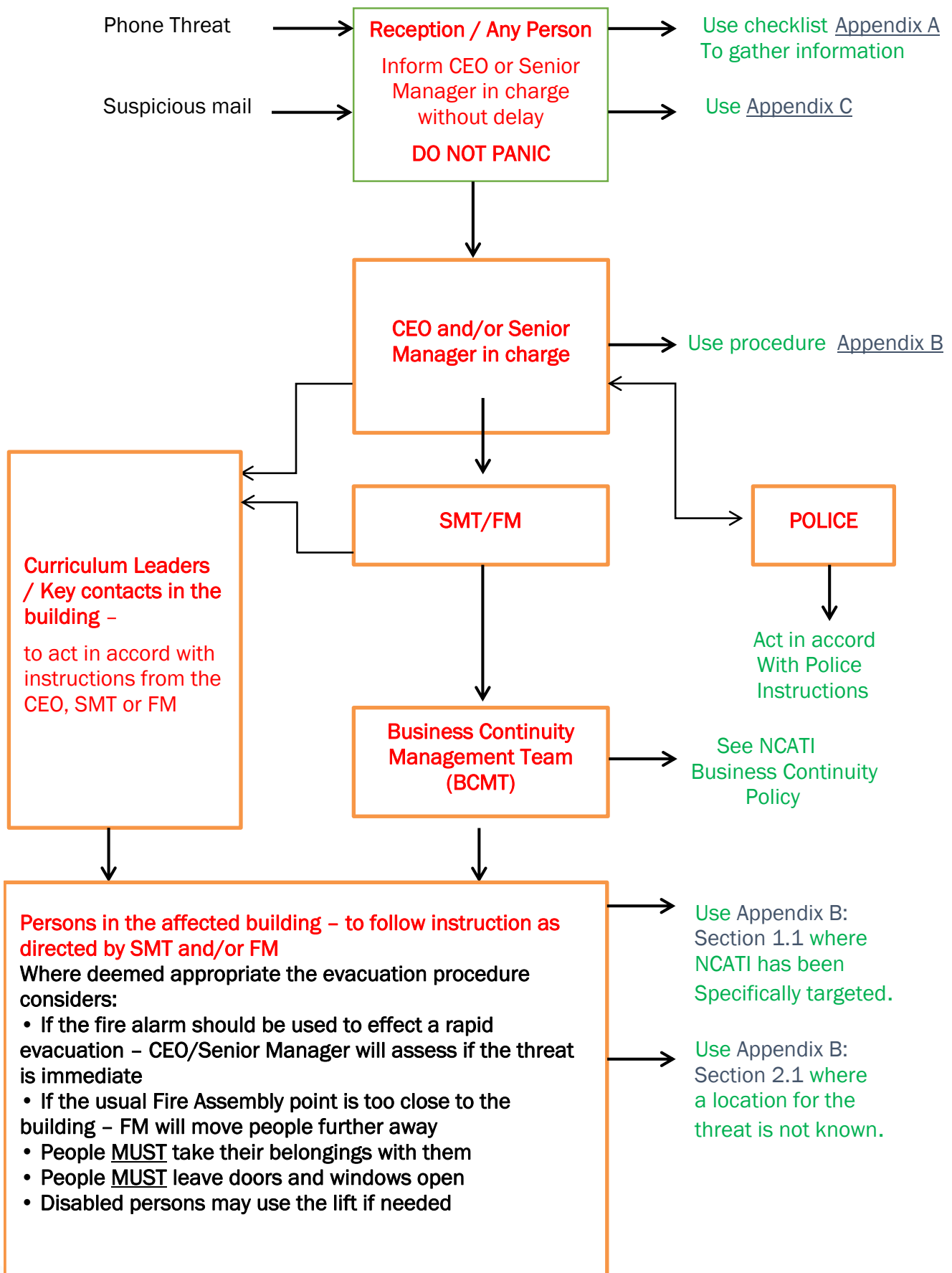
## 2 Scope

These procedures shall ensure an appropriate response following a bomb warning or threat against NCATI, the teaching and other activities it undertakes. The policy covers all activities on site, e.g. conferences, events etc, whether these are organised by NCATI or by other organisations.

The procedures relate to NCATI primarily but due to close proximity to other buildings & businesses, relevant sections should be shared to co-ordinate arrangements for the safety of any person who may be affected.

It is recommended that contact with the other building/business occupants is made for mutual co-ordination of all evacuations, key contacts and sharing of information as deemed necessary

Flow chart showing NCATI's procedures



### 3 Responsibilities

#### 3.1 CEO / Senior Manager in charge

Liaises with the Police and takes advice from them on the level of evacuation needed

Decides whether to invoke the Business Continuity Management Team (BCMT) in accordance with the Business Continuity Management plan

Ensures that any activities and events on site which may be disrupted are quickly identified and relevant people made responsible for managing the impact which may include co-option to the BCMT

Decides on when the BCMT is to be stood down

Responsible for organising a review meeting after the incident and instigating any reviews of policies and procedures required.

#### 3.2 SMT

Assist CEO/Senior Manager in charge as required

Liaise with Heads of Departments/Curriculum leaders and key contacts to inform of actions required

#### 3.3 Heads of Departments / Curriculum leaders

Act in accordance with instructions from the CEO and/or SMT

#### 3.4 Facilities Management/Estates

Assist CEO/Senior Manager and SMT as required

Responsible for all operational matters relating to the site and premises

Liaise with emergency services on site

**Appendix A: Telephone bomb threat checklist**

This checklist is designed to help staff to deal with a telephone bomb threat effectively and to record the necessary information.

Actions to be taken on receipt of a bomb threat:

Record the exact wording of the threat;

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CODEWORD: \_\_\_\_\_ (or write "NONE GIVEN")

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 number? \_\_\_\_\_  
Record time call completed: \_\_\_\_\_  
Where Auto number reveal is available, record number: \_\_\_\_\_  
Name & Telephone of person informed: \_\_\_\_\_  
Police Contacted (number dialled): \_\_\_\_\_  
Time Police Informed: \_\_\_\_\_

The following part should be completed once the caller has hung up and the CEO and/or Police have been informed.

Time & Date of call: \_\_\_\_\_  
Length of call : \_\_\_\_\_  
Gender of caller: \_\_\_\_\_  
Number at which call was received (Inc Extension): \_\_\_\_\_

Threat Language (tick as many as are applicable)

- Well Spoken
- Irrational
- Taped Message
- Offensive
- Incoherent
- Message read by threat-maker

Caller's Voice (Tick as many as are applicable)

Calm

Crying

Clearing throat

Angry

Nasal

Slurred

Excited

Stutter

Disguised

Slow

Lisp

Accent, if so what type? \_\_\_\_\_

Rapid

Deep

Hoarse

Laughter

Familiar, if so who did it sound like? \_\_\_\_\_

Background Sounds (tick as many as are applicable)

Street Noises

House Noises

Animal noises

Crockery

Motor

Clear

Voice/s

Static

PA system

Booth

Music

Factory machinery

Office machinery

Other (Specify)? \_\_\_\_\_

Other Remarks

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

GIVE THIS COMPLETED DOCUMENT TO THE CEO OR SENIOR MANAGER IN CHARGE AS SOON AS POSSIBLE.

## Appendix B: NCATI Bomb Threats – Procedures to be adopted

This document sets out the procedure to be adopted in the event of a bomb warning, suspect package or discovery of an Improvised Explosive Device (I.E.D) on an NCATI site or any adjacent building or area within close proximity.

The following guidance should be followed by NCATI Staff in an effort, as far as possible, to:

- Prevent loss of life or injury to other persons on the campus.
- Minimise possible damage to NCATI property.
- Obtain as much information concerning the incident as is possible.
- Safeguard property which may have been abandoned.
- Preserve the incident scene and any evidence contained there.

The following procedures are based on the four C's;

- CONFIRM
- CLEAR
- CORDON
- CONTROL & Check

### 1. ACTION TO BE TAKEN UPON RECEIPT OF BOMB WARNING

- CEO / Senior Manager in Charge

a) Inform the Police (If the information has not been relayed through them), with as much detail as is known about the warning.

Call 999 or 101.

b) If for any reason the BCMT has not been convened but it has been established that there is a real threat, then notify SMT, and FM/Estates, and:

- a. inform all other key members of staff as deemed necessary
- b. inform all other local building occupants that may be affected.

1.1. If a building has been specifically targeted, ensure FM/Estates staff are informed. Unless otherwise advised by the Police as a result of consultation, buildings should only be evacuated after all the circumstances have been assessed and all other options, such as search, have been considered. Buildings will be evacuated using the Fire Evacuation Procedures and the fire alarm will be used (unless indicated otherwise by Police).

Unlike a Fire Evacuation, personnel should take their belongings with them. All doors should be left open and disabled persons may use the lift.

Upon reaching the Assembly Point (NCATI Car Park), further instructions will be given to people by the person/s in charge, e.g. Police, CEO, SMT, FM etc. Evacuation to a location further away from the threat will be assessed and indicated at this point.

(Note; the procedure to be followed for bomb warnings where the location is imprecise can be seen at 2.1)



- 1.2 While the CEO / Senior Manager in charge and possibly FM/Estates will be expected to take the lead at incidents of this type prior to the attendance of Police Officers, the initial action should be confined to gathering information and maintaining a secure cordoned area, before any attempt at rescue or recovery is attempted.
- 1.3 Upon the attendance of Police officers, they will take charge of the scene, and the CEO / Senior Manager in charge along with FM should make themselves available to assist as required.

## **2. ACTION TO BE TAKEN UPON RECEIPT OF BOMB WARNING/FINDING OF A SUSPECT PACKAGE/DEVICE ~ CEO / Senior Manager in Charge / SMT / FM**

- 2.1 On receipt of a message concerning the possibility of a suspicious package/device, the person receiving the call will commence a message log and inform the CEO/Senior Manager in charge and the Police (see 1a above).

Where the threat is imprecise and is not directed at NCATI, the building will only be evacuated after a risk assessment has been concluded by the CEO/Senior Manager and/or the Police.

Where such evacuations are deemed necessary, they will be undertaken as directed by the CEO/Senior Manager and the Police and may be done without recourse to the use of the Fire Alarm. This will be an on the spot operational decision. If designated assembly points are deemed unsuitable, immediate instructions will be given and those who have evacuated the building will be conducted to a safe alternative area (See 3 below). Care should be taken to avoid panic and all should proceed in an orderly manner.

Any telephone call or other message received which gives notice or warning of this type of incident, should be recorded verbatim, particularly if originating from a source outside of NCATI and/or involving a location other than NCATI (See Appendix A; Telephone bomb threat checklist).

- 2.2 The identity of the caller, together with the location of the suspected device should be recorded in detail, and passed onto the CEO/Senior Manager, FM and the Police. (See Appendix A; Telephone bomb threat checklist).
- 2.3 The CEO/Senior Manager and FM/Estates team should between them carry out a preliminary search of the building if time allows.

Note: If a detonation time has been received in the originating message, consider an evacuation of the building and any others close by. Use the fire alarm system (unless instructed not to) and do not allow anyone to re-enter or remain in the building until clearance is received from the Senior Police Officer at the scene.

- **BACK OFF:** Consider personal safety of all persons present. Be observant for other possible devices close by. Remember that the fire evacuation point may not be suitable as a holding area.  
(Refer to Section 3; “Personal Safety”).

- **ACCURATE INFORMATION:** Keep records and inform key staff of all actions taken, description of device, cordons, traffic diversions, evacuations instigated or still to be undertaken. If the suspect package consists of a letter or postal delivery item, it should be left in-situ and staff directed away from the vicinity. Consider possible chemical contamination and ensure that any person who may have been in contact with the package is isolated until they can be properly dealt with. **REMEMBER**, if the package has successfully traversed the postal system, it is unlikely to detonate until tampered with. **LEAVE IT ALONE.**
- **LOCATE:** Informants, possible witnesses or suspects. Obtain their personal details and ensure that they move to a safe location. Do not let them wander away.
- **EVACUATE:** Consider whether an evacuation of the building is warranted. Often it is better to allow people to remain in buildings not directly affected but advise them to move away from windows and to use entrances and exits not overlooking the building in question. If a mass evacuation is required, then please refer to the Fire Evacuation plan however the muster point may differ.
- **RENDEVOUS POINT:** Establish a safe RV/muster point and ensure all relevant staff are informed. This should ideally be staffed and used as a contact point.
- **TAPE OFF:** Cordon the location to establish a sterile area, and do not let ANYONE inside the cordon area until authorised by the Senior Police Officer present. No one should re-enter buildings, even to collect personal belongings, until the final clearance has been given by the Police. This will be determined after consultation between all parties.

### 3 PERSONAL SAFETY

3.1 If you think you are dealing with a suspect bomb, or other explosive device, move everyone away to an area which is:

- NOT in direct line of sight
- MORE than: 100 metres away (Small package)  
200 metres away (Large items e.g. suitcase)  
400 metres away (Vehicle involved)
- AWAY from glass and parked vehicles
- AWAY from secondary hazards e.g. gas & electrical installations
- BEHIND hard cover, a solid wall etc
- UPWIND. Particularly in incidents possibly involving chemical and/or biological agents. Remember the possibility of other devices and booby traps.

### 4 INFORMATION

4.1 When you have identified a safe evacuation location, inform key staff.

4.2 Establish safe access routes to the evacuation point for emergency services and inform key staff of those routes.

4.3 Details of the incident:

- WHAT is involved (size, shape, electrical, package, colour etc)?

- WHERE is the exact location of the suspect package or device?
- WHEN was it found, has it been handled, moved, disturbed?
- WHY does anyone think the object is suspicious?
- WHO are the witnesses, and have they credibility?

4.4 Prepare a sketch plan of the location and the location of the device. Your knowledge of the building will be second to none. Use it to good effect, it may save lives!

## 5 UNATTENDED ITEMS

5.1 If the suspicious package has been discovered unattended by someone, a few simple questions can assist to establish the seriousness or otherwise of the incident, and its likely long-term effect on NCATI.

The following questions will assist officers in reaching a reasoned conclusion:

LEVEL OF SUSPICION?
ANY BOMB THREATS MADE?
ANY SUSPICIOUS ACTIVITY?
IS THE ITEM UNUSUAL?
HAS THE ITEM BEEN HIDDEN?
IS THE LOCATION SIGNIFICANT?
CAN WE EXAMINE FURTHER?

## 6 RE-OCCUPATION OF EVALUATED BUILDINGS

Following evacuation and after the building has been searched, confirmation that the building may be reoccupied should be sought from the Police attending the incident.

In the event of the Police initiating an evacuation, they will remain in control and declare the building safe for re-occupation. Where a building evacuation has been initiated by NCATI (not under Police instruction), it will fall to the CEO/Senior Manager to decide if the building is safe to re-occupy.

A full report of the incident should be produced by the CEO/Senior Manager and securely filed for future reference and report to the Governors.

## Appendix C: NCATI Mail Screening

### Introduction

Mail tends to be delivered to the main entrance and via the rear staff car park entrance.

Letter bombs may be explosive or incendiary (the two most popular kinds), or chemical, biological, or radiological (CBR). Anyone receiving a suspicious item is unlikely to know which type it is, so procedures must take into account every eventuality.

A delivered item will probably have received fairly rough handling in the post, so any device is unlikely to function through being moved, but any attempt at opening it may set it off. In contrast, even gentle handling or movement of an item containing CBR material can lead to the release of contamination. Unless delivered by courier, an item is unlikely to contain a timing device.

These devices can come in a variety of shapes and sizes. A well-made letter bomb or package will look innocuous but there may be tell-tale signs for staff who are alert to the possibility of attack. These are listed below. Bulky deliveries (e.g. office deliveries, stationery and catering supplies), are also a potential vulnerability. This risk can be reduced through measures such as matching deliveries to orders, only accepting those which are expected, using trusted suppliers wherever possible, maintaining vigilance, and inspecting deliveries.

### General Protective Measures

Whilst this advice applies particularly to admin staff who receive the majority of mail, it is also relevant to all staff who may receive hand and courier delivered items. Any suspect item should be treated seriously, however the great majority will be false alarms and a few may even be hoaxes. A suitable and sufficient risk assessment of NCATI deliveries will identify the likely threats that might be encountered and the appropriate protective measures to be taken.

Staff who handle and open mail and other deliveries should be aware of the indicators that a delivered item may present and the appropriate action to take in an emergency (see below).

### How to identify a suspicious package (Letter bomb)

The first ten points may help to indicate the presence of materials for a chemical or biological device.

1. The item is unexpected or of unusual origin or unfamiliar sender
2. There is no return address or the address cannot be verified
3. The item is poorly or inaccurately addressed e.g. incorrect title, title but no name, spelt incorrectly or addressed to an individual no longer with the organisation
4. The address has been printed unevenly or in an unusual way e.g. by dry transfer instant lettering such as 'letreset' or 'Uno Stencil'
5. The writing is in an unfamiliar foreign style.
6. There are unusual postmarks or postage paid marks.

7. A 'Jiffy' bag or similar padded envelope has been used
8. The item seems unusually heavy for its size. (Most letters weigh up to about 28g or 1 ounce, whereas most effective letter bombs weigh 50-100g and are 5mm or more thick)
9. The item has more than the appropriate value of stamps for its size and weight
10. The item is marked 'personal' or 'confidential'
11. The item is oddly shaped or lopsided
12. The envelope flap is stuck down completely (a harmless letter usually has an un-gummed gap of 3-5mm at the corners)
13. There are protruding wires
14. There is a pin-sized hole in the package wrapping or the envelope
15. There is a smell – particularly of almonds or marzipan
16. The item feels and looks like a book
17. There is an additional inner envelope, and it is tightly taped or tied

#### How to identify a suspicious package (Chemical/Biological)

The effects of chemical agents may be immediate within a few hours, while those of most biological agents may not be apparent for several days. A small radiological device (i.e. a letter or small package) is unlikely to cause immediate ill effects and people may not realise they have been exposed to it until sometime afterwards.

It is difficult to provide a comprehensive list of possible signs of chemical/biological products because of the nature of the materials. However, some of the more common and obvious indicators are as follows:

- Warnings on the letter or package
- Unexpected granular, crystalline or finely powdered material (of any colour and usually with the consistency of coffee, sugar or baking powder), loose or in a container or leaking
- Unexpected sticky substances, sprays or vapours
- Unexpected pieces of metal or plastic, such as discs, rods, small sheets or spheres
- Strange smells, e.g. garlic, fish, fruit, mothballs, pepper, rotten meat, faeces, urine. Remember, if you detect a smell, do not sniff it. Remember also that some threat objects and materials are odourless and tasteless.
- Stains or dampness on the packaging
- Sudden onset of illness or irritation of the skin, eyes or nose

## What action to take when a suspicious package is identified

If you discover a suspect package, please follow the following emergency procedures:

- Stay calm and contact the CEO and FM/Estates. Report all details of the item, its location and what it looks like, what the item is doing; e.g. ticking, leaking, smells etc, and if the item has been opened prior to it being deemed suspicious.
- If you are holding the item, put it down on a cleared, easily accessible flat surface.
- Keep it separate so it is easily identifiable.
- Do not move it, leave it where it is.
- Clear the immediate area and each adjacent room, including rooms above and below. The quickest means of doing this may be use of the fire alarm. To avoid unnecessary panic, move from room to room, asking people to leave with their belongings. All occupants should gather at the designated assembly point for the building.
- If the item has been opened and a suspected chemical compound is released which contaminates people, do not allow them to leave the building, move those directly affected to a safe location near to the incident and keep those individuals separate from those not involved. Ensure all doors are closed and any air handling units and fans are turned off in that location.
- Those contaminated, must keep their hands away from their nose and mouth. Emergency medical advice must be sought immediately if individuals start to display health effects, Thorough washing is only advised where an individual suffers acute discomfort quickly after exposure. Copious amounts of water must then be used.
- Witnesses and informants must remain available to give their accounts to the Police. The accuracy of observations must be preserved and witnesses must be encouraged to record their observations in writing. They should be discouraged from discussing the incident or observations with others prior to the arrival of the Police.

## EMERGENCY CONTACTS

Police: 999 or 101

Ambulance (Emergency): 999 or 111

Fire: 999