

## BOMB THREATS

As part of its duty of care to all staff, the University recognises that Regulation 8(1) (a) of the Management of Health and Safety at Work Regulations (1999) requires all employers to establish and where necessary give effect to appropriate procedures to be followed in the event of serious and imminent danger to persons at work.

Although bomb threats usually turn out to be hoaxes, they must always be taken seriously. All staff need to be aware of the actions to take if they receive a call from someone claiming to have information about a bomb. This section outlines the immediate actions staff should take upon receiving a bomb threat.

Bomb threats can come from a variety of sources, including students, former students or strangers. A threat is more likely to be real if:

- A codeword is used that is known to the Police
- The Police are aware of potential terrorist activity in the area
- The threat is specific rather than general
- The threat is credible.

Whilst it is not reasonable for staff to assess the accuracy or validity of a threat, staff should record as much detail about the call as possible; this information will prove useful to the Police. A bomb threat is a crime so even if staff are confident the call is a hoax they must still report the incident to Campus Services for reporting to the Police.

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+ **If you receive a telephone call from someone who claims to have information about a bomb, record as much information as possible.**

Time of call:

Telephone number you were contacted on:

.....

.....

Exact wording of the threat:

.....

.....

+ **Stay calm. Being cautious, and without provoking the caller, try to ask the questions below.**

Where is the bomb right now?

.....  
When will it explode?

.....  
What does it look like?

.....  
What kind of bomb is it?

.....  
What will cause it to explode?

.....  
What is your address?  
.....  
.....

.....  
Did you place the bomb? If so, why? If not, who did?

.....  
What is your name?

.....  
Do you represent a group or act alone?

.....  
What is your telephone number?  
.....

+ **Try dialling 1471. You may get information on where the phone call was made from.**

Did dialling 1471 work?

Time the call ended:

.....  
What gender was the caller?

Male

Female

Approximately how old was the caller?

Did the caller have an accent?

.....  
Did the caller use a codeword?

.....  
Did the caller sound familiar?  
.....

What sort of voice did the caller have?

- |                                    |  |                                     |
|------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Normal    | <input type="checkbox"/> Well spoken   | <input type="checkbox"/> Impediment |
| <input type="checkbox"/> Loud      | <input type="checkbox"/> Poorly spoken | <input type="checkbox"/> Stutter    |
| <input type="checkbox"/> Quiet     | <input type="checkbox"/> Deep          | <input type="checkbox"/> Lisp       |
| <input type="checkbox"/> Whispered | <input type="checkbox"/> High pitched  | <input type="checkbox"/> Slurred    |
| <input type="checkbox"/> Clear     | <input type="checkbox"/> Hoarse        | <input type="checkbox"/> Other      |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Nasal         |                                     |

At what pace did the caller speak?

- |                                 |                                |                               |
|---------------------------------|--------------------------------|-------------------------------|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Quick | <input type="checkbox"/> Slow |
|---------------------------------|--------------------------------|-------------------------------|

What manner did the caller have?

- |                                   |                                     |                                    |
|-----------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Normal   | <input type="checkbox"/> Upset      | <input type="checkbox"/> Irritated |
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Angry      | <input type="checkbox"/> Muddled   |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Rational   | <input type="checkbox"/> Other     |
| <input type="checkbox"/> Laughing | <input type="checkbox"/> Irrational |                                    |

Were there any distinguishable background noises?

.....

.....

Notes:

.....

.....

## **Bomb Threat Action Procedures**

**Contact Campus Services immediately who will conduct further actions based on Police advice.**

Bomb threats will usually take one of two forms;

- a) Threats directed against the University, usually made by a telephone caller.
- b) Police warnings to the University; usually about threats to neighbouring properties or other similar institutions.

In either case the advice of Merseyside Police should be acted upon. In general, if a building has to be wholly or partially evacuated because of a bomb threat, the fire alarm is sounded and staff, students and visitors should evacuate as normal using the current fire evacuation procedures and agreed emergency assembly points.

## **Emergency Response**

Campus Operative staff, in receipt of a warning or bomb threat from a member of staff, student or visitor should instigate the University's Major and Serious Incident Plan and contact the Campus Services Manager without delay. The incident lead will be notified and a decision on the most appropriate action will be made on the basis of the information known and in consultation with Police. The following options may be considered;

### **Option 1 - Immediate Evacuation and Search.**

In the event that a threat is deemed credible and imminent the individual building will be evacuated to the nearest fire assembly point using the current fire alarm system. The Police will be contacted immediately and if appropriate a search of the suspected area will be carried out. All searches will be carried out in accordance with Police guidance and must be completed 20 minutes prior to any deadline issued with a bomb threat.

### **Option 2 - Search without Immediate Evacuation**

If the threat level is considered to be low, or evidence of hoax and no reason to believe an explosive is imminent, then a search will be completed by the campus officers. Police may join the search if necessary. If a device is located the area will be evacuated to the fire assembly points using the current fire alarm system.

### **Option 3 - No Action.**

Based on the information received by a member of staff, student, visitor or directly by Campus Services, and in consultation with Police, if the threat does not seem credible then no further action should be taken.

If a suspect device is located;

- DO NOT touch, move or open it.
- Depending on the location of a potential explosive device all nearby windows should be opened to limit the injuries should the device detonate.
- DO NOT use radio transmitting devices including mobile telephones. Contact with the security lodge should be maintained through the use of CCTV or accessing telephone handsets that are available in most building entrance areas.

Once a device is located, staff should be cleared at least 400m away from the area in line with Police recommendations. This may mean, depending on the location of the device, staff are guided away from suggested emergency assembly points and to agreed [designated location](#) or place of safety off University campus.

### **Reoccupation**

A full search must be completed before staff, students and visitors are allowed to re-enter the building. This search will normally be conducted in association with Police. All final searches should only be completed after 60 minutes following any deadline issued as part of the original bomb threat.

