

Health & Safety Policy

HSP 19

Suspect Packages & Bomb Threats

Key Document details:

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Title:	HSP19 – Suspect Packages & Bomb Threats
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Application:	This policy applies equally to all The White Horse Federation (TWHF) employees including agency or casual staff, and to all premises where TWHF is either the 'employer' or is in control of the premises.

Definitions	For the purpose of this policy, the following definitions apply;	
	Bomb Threat & Suspicious Packages	Notification of a possible explosive device on the premises which may come via a number of avenues: <ol style="list-style-type: none"> 1. Telephone threat 2. Suspicious letter or package in the mail 3. Suspicious unattended baggage or package discovered in an unusual location. 4. Intelligence provided by the police.
Policy Aims	It is the policy of TWHF to establish and put in place procedures that minimise the risk to security and safety from bomb threats on TWHF premises.	
Policy	Bomb threats are extremely rare; however, TWHF 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. As a result, it is the policy of TWHF to ensure that effective emergency procedure measures are implemented to safeguard TWHF, its employees and others in the event of such threats.	
Risk	To protect TWHF employees and others against the possible risks to security and safety from a: <ul style="list-style-type: none"> • Telephone bomb threat • Postal bomb threat Suspicious package or unattended suspicious baggage	
Responsibility	This responsibility is discharged primarily at the line management/operational level.	

Roles & Responsibilities

1.	Roles and responsibilities are defined in HSP2 Organisation. Any specific actions are detailed in the arrangements section below.
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Arrangements

1.	<p>Receipt of Bomb Threat via Telephone</p> <p>It is most likely that reception staff will have to deal with telephone bomb warnings but any member of staff who has a direct line might also receive a telephone threat. Therefore, all staff should know what to do if they receive a threatening call. Key rules to remember are:</p> <ul style="list-style-type: none"> • Keep calm • Try to obtain as much information as possible from the call using HSF19.1 Bomb Threat checklist
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	<ul style="list-style-type: none"> • Make a note of the details on the caller display or use the '1471' facility, if available • After the call, notify the Police via 999 giving any information received and recorded on the bomb threat checklist, and follow their instructions. • Notify the Principal or nominated officer immediately • Use HSF 19.1 Bomb Threat Checklist to prompt your responses <p>In all cases, whether or not the call is considered to be a credible threat, staff should:</p> <ul style="list-style-type: none"> • Telephone the Police immediately. • Inform the Principal or nominated officer. • Notify either the Chief Executive Officer (CEO) or Chief Operating Officer (COO) and the Director of Estates. <p>If in any doubt or advice from the police cannot be gained, evacuate the building using the fire evacuation plan and utilise an alternative assembly point as far away from the building as possible.</p>
2.	<p>Finding a Suspicious Package (Post/Unattended Baggage)</p> <p>If a suspicious object is found (Package/Letter/Unattended Baggage)</p> <ul style="list-style-type: none"> • Do not touch or move the item. • If possible, leave a distinctive marker near (not touching) the device. • Move away from the device to a designated control point, leaving lights on. • Report the suspicious package to your line manager immediately giving a description and location. <p>The manager on site will have to decide how to respond. In particular they will have to decide whether to evacuate the premises.</p> <p>If the package is considered a genuine threat, contact the Police via 999 and evacuate the building using the normal fire evacuation plan.</p>
3.	<p>Co-ordination of Response</p> <p>On receipt of a bomb threat via telephone or discovery of a suspicious package that is regarded as a genuine threat, the normal evacuation plan should be initiated.</p> <ul style="list-style-type: none"> • The emergency services must be contacted immediately. • The CEO or COO should also be notified. <p>Utilise the business continuity plan (BCP) once evacuation is complete.</p>
4.	<p>Evacuation Plan</p> <p>To evacuate buildings due to a bomb threat, the evacuation cascade will be conducted by the fire marshals.</p> <p>As with fire evacuations, Fire Marshals will carry out a building sweep to ensure everyone has vacated the premises and will direct personnel to a safe evacuation area. Evacuated personnel should wait here for further instructions. Fire Assembly Points should not be used as in practice they are too close to buildings. Alternative assembly points identified should be at least 500 metres away from the building</p>

	<p>and ideally there should be at least two assembly points in opposite directions. In some circumstances, assembly areas may need to be up to 1000 metres away from any building. Police advice should be sought as to whether this is necessary. (This is usually necessary where the indication of the threat is a car bomb.) Every effort should be made to avoid using car parks as assembly points.</p> <p>Ideally, all employees/members of the public should be asked to take personal belongings with them, since this will help to avoid unnecessary suspicion over articles of property left behind after evacuation. However, this is contrary to standing instructions for fire evacuation and could be difficult to implement. When an evacuation is initiated, doors and windows should, whenever possible, be left unlocked, especially in the vicinity of a suspect object. Lights should be left on, but plant machinery shut down where practicable.</p>
5.	<p>Training</p> <p>Training will be given to fire marshals during their fire marshal training.</p> <p>All other members of staff will be given information and instruction on what to do in the event of receiving a bomb threat call or discovery of a suspect package. Receptionist, secretaries and any other persons likely to answer a telephone will be given a training brief and instructed on how to handle a bomb threat call.</p> <p>Managers should ensure that all staff are made aware of the contents of this policy and associated guidance and the location of evacuation assembly points.</p>
6.	<p>Limitations of this Policy</p> <p>The policy cannot anticipate all eventualities; therefore professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.</p>
7.	<p>Appendices</p> <ol style="list-style-type: none"> 1. GRA 19.1 Suspect Packages & Bomb Threats Risk Assessment Template 2. HSG 19.1 Bomb Threat Checklist

