

Policy on the Protection from Bomb Attacks

Name	Policy on the Protection from Bomb Attacks
Summary	This policy and guidance has been written to provide information with regard to the protection of people within the Golden Jubilee Foundation. This policy outlines the precautions that should be taken to mitigate against the threat of an explosion and the response to take in the event of such an incident.
Associated Documents	Health and Safety Policy
Target Audience	All staff of GJF
Version number	2.0
Date of this version	August 2017
Review Date	August 2020
Date of fairness test	August 2017
Approving committee/group	Health and Safety Committee
Document Lead	David Wilson (H&S)
Document Author (if different)	

The Golden Jubilee Foundation is the new brand name for the NHS National Waiting Times Centre. Golden Jubilee National Hospital Charity Number: SC045146

Golden Jubilee Foundation Values Statement

What we do or deliver in our roles within the Golden Jubilee Foundation (GJF) is important, but the way we behave is equally important to our patients, customers, visitors and colleagues. We know this from feedback we get from patients and customers, for example in “thank you” letters and the complaints we receive.

Recognising this, the GJF have worked with a range of staff, patient representatives and managers to discuss and promote our shared values which help us all to deliver the highest quality care and service across the organisation. These values are closely linked to our responsibilities around Equality.



Valuing dignity and respect

A can do attitude

Leading commitment to quality

Understanding our responsibilities

Effectively working together

Our values are:

- Valuing dignity and respect.
- A ‘can do’ attitude.
- Leading commitment to quality.
- Understanding our responsibilities.
- Effectively working together.

Our policies are intended to support the delivery of these values which support employee experience.

Summary

ACTION TO BE TAKEN ON RECEIVING A BOMB THREAT

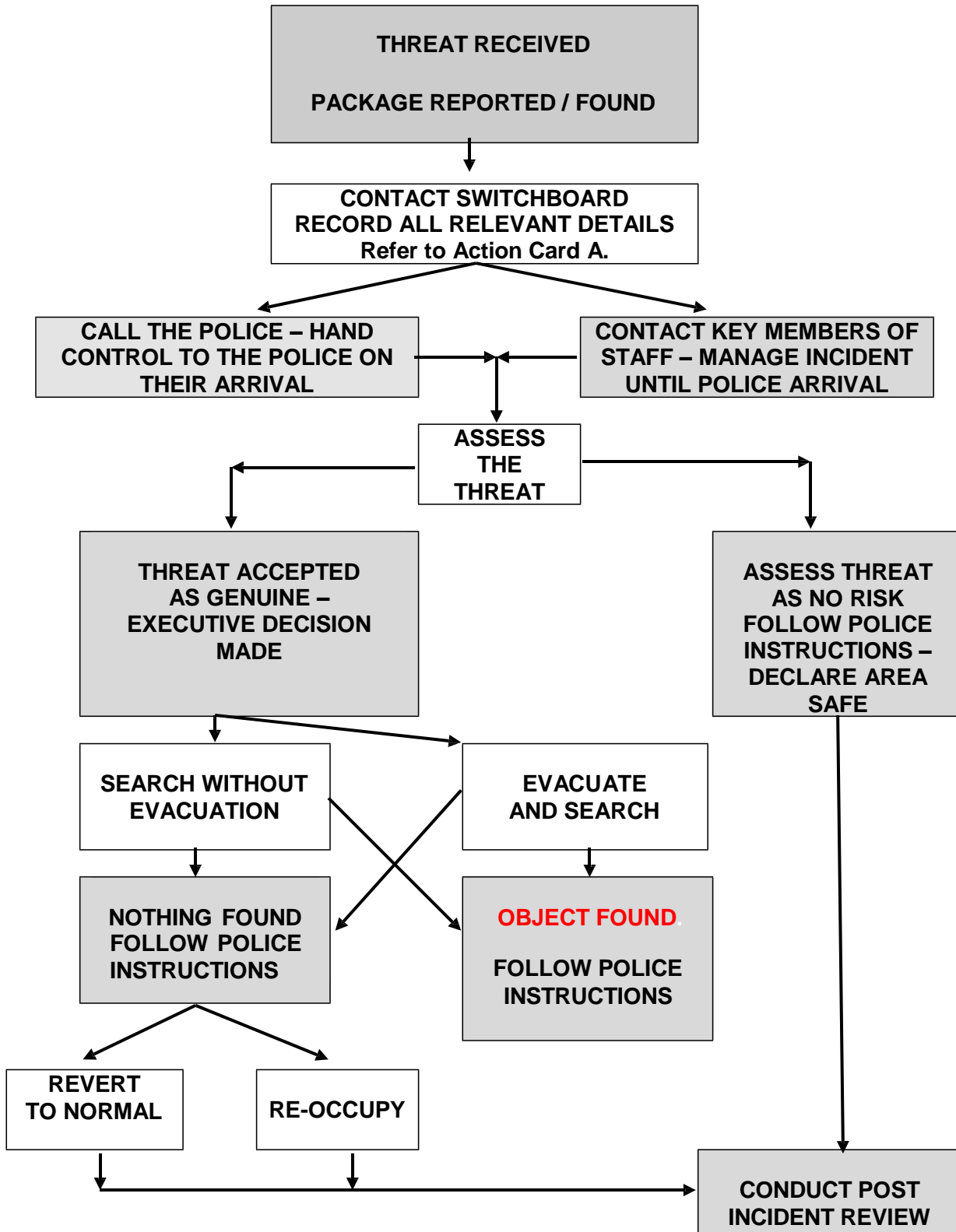


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1. Introduction

1.1. Bombs or 'improvised explosive devices' may be used by Terrorists or those wishing to cause fear, economic loss, disruption, or personal injury. Bombs may comprise one or more of the following: incendiary, postal, vehicle, chemical, biological, radiological, or nuclear.

1.2. This policy and guidance has been written to provide information with regard to the protection of people within the Golden Jubilee Foundation. This policy outlines the precautions that should be taken to mitigate against the threat of an explosion and the response to take in the event of such an incident. The policy should be read in conjunction with the GJF's security policies, fire policies and instructions, together with the GJF's Major Incident Plan.

1.3. This version supersedes any previous versions of this document

2. Purpose of this Policy

2.1. The purpose of this policy is to ensure that adequate procedures are in place

- To save lives and minimise injuries
- To protect property from damage
- To ensure business continuity for the Board.

3. Scope

3.1. This policy applies to all Staff employed at the Golden Jubilee Foundation site

3.2. This policy is applicable to all buildings and grounds within the Golden Jubilee Foundation site.

4. Definitions / Glossary

4.1. For the purpose of this policy the definition of "bomb" is a device that contains explosive material, especially one designed to explode after some time

4.2. The definition of "threat" is the expression of an intention to cause harm or pain.

4.3. Terrorism is defined as "the unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives".

5. Ownership and Responsibilities

5.1. ***The Chief Executive***

The Chief Executive has overall responsibility for ensuring that the Board meets its statutory obligations and that effective security arrangements are in place and periodically reviewed.

5.2. ***Duty Manager***

The Duty Manager Will:

- Activate the Major Incident Plan if it is appropriate.
- Manage the incident until the police arrive and act as the main liaison for the site and the police commander assigned to control the incident.
- Take advice from the police commander if the need to evacuate patient areas is necessary.
- Ensure that additional support is provided as appropriate.

Note: **The Out of Hours Senior Nurse on Duty** will assume the lead role on sight until the arrival of the Duty Manager.

5.3. ***The Head of Estates***

The Head of Estates will:

- Provide guidance and support to Line Managers on the operation of this policy if requested.
- Ensure all incidents (including hoaxes) are recorded on the Golden Jubilee Foundation's Datix Incident Reporting system.
- Provide support to the Duty Manager to allocate Security Officers and other staff during actual incidents.
- Liaise with the Police and Major Incident team to control the hospital site during any incident.

5.4. ***Heads of Department***

Heads of Departments are to:

- Ensure that this policy is applied within their Directorate/Department and that all relevant staff members have access to a copy.
- Ensure that employees are aware of and understand the requirements of this policy.

5.5. ***Switchboard Operators***

Ensure that immediate contact is made with Police, Duty Manager, Security and Golden Jubilee Foundation's Fire Team

5.6. ***Security Officers***

Security Officers will:

- Set up cordons to prevent unauthorised entry into areas of high risk as directed.
- Provide assistance to the emergency services as required.
- Carry out searches of outbuildings if required by the Major Incident Team.
- Arrange security of specific buildings during an incident as directed.

5.7. ***Staff***

All staff members are to:

- Remain vigilant and report any suspicions immediately to the Security Department.
- Observe the requirements of this policy.
- Assist with searches of their work area.
- Attend any security training provided to them by the Golden Jubilee Foundation.

5.8. ***Head of Corporate Affairs***

The Head of Corporate Affairs is responsible for all media/press enquiries and will liaise with the Police Press Office as required.

5.9. ***The Health and Safety Committee***

The Health and Safety Committee is responsible for reviewing this policy to ensure that it remains current and relevant taking into account the National security threat level issued by the Home Office.

6. Standards and Practice

6.1. Most bomb threats are made over the phone and the overwhelming majority is hoaxes, often the work of malicious jokers, although terrorists do make hoax calls with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported in the first instance to the Duty Manager.

6.2. Key members of staff will have vital roles to play upon the Golden Jubilee Foundation receiving a bomb threat. They are listed as follows:

- Switchboard staff
- Duty Manager
- Head of Estates
- Health and Safety Manager
- Security Officers

6.3. *Responding to an Incident*

6.3.1. Raising the Alarm

6.3.1.1. A threat may be written or, more likely, be received as a telephone call. Developments and improvements in telephone systems e.g. direct dialing inwards (DDI) means that it will not necessarily be the switchboard staff that will receive the threat. A member of staff in an office or on a ward may receive the threat. How a person receiving a threat responds can be the key to the preservation of life and property.

6.3.1.2. If you receive a telephone threat, it is important to remain calm and to record as much detail about the call and associated background noises as possible. If the threat is from a large terrorist organisation, they may authenticate the threat by a coded password that may be recognised by the police. To assist you with recording the message, please use the telephone checklist (Appendix 3). If it is not possible to use the checklist at the time of the call, take notes on rough paper and fill in the checklist later. It will help to prompt your memory for helpful details.

6.3.1.3 Staff should contact the Switchboard by dialing Ext 5000.

6.3.1.4. The switchboard operator will, on receipt of the call, contact the Police emergency number 999 and complete the information contained in the pro-forma in Appendix 3.

6.3.1.5 The Golden Jubilee Foundation's procedure for responding to a bomb threat is set out in appendix 4 and includes the following elements:

- Contacting the Police

- Reacting to the incident
- Evacuation plans
- Searching
- The decision to re-occupy

6.3.1.6. A bomb threat procedure flowchart is included in Appendix 5.

6.3.1.7 The Golden Jubilee Foundation will develop and maintain Action Cards to assist key staff in responding to a bomb threat. These Action Cards are included in appendix 6 and will comprise of the following:

Action Card A – Switchboard Operator
Action Card B – Duty Manager
Action Card C – Head of Estates
Action Card D – Security Officers

6.3.1.8. Action Cards will be posted with this policy on Q-Pulse and held in hard copy in the Security Control Room and in the Major Incident Control Room.

6.4 Post Incident Review

6.4.1. The Duty Manager will conduct a post-incident review which should cover all aspects of actions taken. This will include aspects of good practice achieved and areas which could be improved.

6.4.1.2. The review should include all stakeholders with the objective being to ensure that plans remain comprehensive and relevant and are clearly understood and operable by staff.

6.4.1.3 A report of the review should be produced which should identify lessons to be learned from the incident and the implementation of this policy.

7. Dissemination and Implementation

7.1. This document will be made available to all staff via Q-Pulse; it will also be cascaded through line management. This policy also supersedes all previous policy implementation.

8. Monitoring compliance and effectiveness

Element to be monitored	Action cards will be monitored for accuracy.
Lead	Health and Safety Manager
Tool	H&S Manager will monitor the action cards by receiving feedback from Key Personnel.
Frequency	Each action card will be reviewed once every three years or after any relevant incident.
Reporting arrangements	Where monitoring has identified deficiencies, recommendations and action plans will be developed and changes implemented accordingly. Progress will be reported to the Health and Safety Committee.
Acting on recommendations and Lead(s)	The Head of Estates and Facilities. The H&S Committee will undertake subsequent recommendations and action planning for any deficiencies that are identified, together with a timeframe for completion.
Change in practice and lessons to be shared	Any changes that are identified and require action will be taken to the Health and Safety Committee. Any lessons learnt will be shared with all relevant stakeholders.

9. Updating and Review

9.1. This policy has been agreed by the Golden Jubilee Foundation Emergency Planning Group and the Health and Safety committee.

9.2. This policy will be reviewed every 3 years or earlier in view of developments which may include legislative changes, national policy instruction (NHS or Department of Health) or Board decision.

9.3. The Health and Safety committee who meet quarterly will approve any changes to the policy.

10. Equality and Diversity

This document complies with the Golden Jubilee Foundation's Equality and Diversity statement which is located on Q-Pulse.

10.1. ***Equality Impact Assessment***

10.1.1. All public bodies have a statutory obligation to undertake Equality Impact Assessments on all policy documents. This must be undertaken by the author using the agreed Equality Impact Assessment Template. The completed assessment is to be added to the end of the policy document as an appendix prior to it being ratified.

10.1.2. The Initial Equality Impact Assessment Screening Form is at Appendix 2.

Appendix 1. Governance Information

Document Title	Policy And Guidance on the Protection From Bomb Attacks		
Date Issued/Approved:	03/08/2017		
Date Valid From:	03/08/2017		
Date for Review:	03/08/2020		
Directorate / Department responsible (author/owner):	David Wilson, Health & Safety Manager		
Contact details:	0141 951 5015		
Brief summary of contents	Policy And Guidance on the Protection From Bomb Attacks, Bomb Threat Checklist, Procedure for responding to a Bomb Threat, Bomb Threat Flow Chart, Action Cards.		
Suggested Keywords:	Bombs, Improvised Explosive Devices, Terrorists.		
Target Audience	GJNH	GJCH	NHS24
	✓	✓	✓
Executive Director responsible for Policy:	Chief Executive		
Date revised:	February 2019		
This document replaces (exact title of previous version):	Policy And Guidance on the Protection From Bomb Attacks.		
Approval route (names of committees)/consultation:	Health & Safety Committee; Senior Management Team; Resilience Group		
Head of Estates confirming approval processes	Gerry Cox		
Publication Location (refer to Policy on Policies – Approvals and Ratification):	Q-Pulse	✓	Intranet Only
Related Documents:	Security Policy Bombs, Protecting People Protecting Property – The home Office.		
Training Need Identified?	None		

All or part of this document can be released under the Freedom of Information Act 2000

This document is only valid on the day of printing

Controlled Document

This document has been created following the Golden Jubilee Foundation's Policy on Document Production. It should not be altered in any way without the express permission of the author or their Line Manager.

Appendix 2. Initial Equality Impact Assessment Screening Form

SCREENING FOR EQUALITY IMPACT

Directorate	Corporate	Person responsible for this Initial Screening Assessment	David Wilson (H&S)		
Section	Health and Safety	Who else was involved in this screening?	Gerry Cox (Estates)		
Name of Policy, etc to be assessed	Policy and Guidance on the Protection from Bomb Attacks	Date of Assessment	03/08/2017	Proposed Policy Review Date	03/08/2020
Is this a new or existing policy / strategy.	Existing				

1. POLICY/FUNCTION/REVIEW AREA

(a) What are the aims and objectives of the policy, function or service review

To provide guidance to key personnel and staff on the protection from and reaction to Bomb Attacks.
 To ensure that the Golden Jubilee Foundation responds to Bomb Threats effectively.
 To provide guidance to key personnel and staff.

(b) Describe the current or intended client group specifying any equality groups which are intended to benefit directly from the policy, function or review.

This policy and guidance documentation is relevant to all staff groups.

1. INITIAL SCREENING FOR IMPACT

(a) Please describe the positive and negative impacts for each equality group.
State any evidence used to reach these conclusions.

EQUALITY GROUP	Is there or is there likely to be a differential impact on equality groups as a result of the proposed policy, function or service review?	POSITIVE IMPACT – Please describe stating which specific groups are affected, in what way and why you believe this to be the case.	NEGATIVE OR ADVERSE IMPACT – Please describe stating which specific groups are affected, in what way and why you believe this to be the case.
i. RACE, ETHNICITY, COLOUR, NATIONALITY OR NATIONAL ORIGINS e.g. people of different ethnic background including minorities, Gypsy Travellers and Refugees/Asylum Seekers	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Any modifications which can be made quickly or easily to reduce negative impact, enhance positive impacts or increase equality in relation to <u>Race</u> ?			
ii. SEX OR MARITAL OR CIVIL PARTNERSHIP STATUS: Women and Men	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Any modifications which can be made quickly or easily to reduce negative impact, enhance positive impacts or increase equality in relation to <u>Sex or Marital or Civil Partnership status</u> ?			
iii. GENDER: Transgender or transsexual people	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

Any modifications which can be made quickly or easily to reduce negative impact, enhance positive impacts or increase equality in relation to <u>Gender</u>?			
iv. DISABILITY: Physical, sensory or mental impairment which has a long-term adverse effect on ability to do day to day things	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Any modifications which can be made quickly or easily to reduce negative impact, enhance positive impacts or increase equality in relation to <u>Disability</u>?			
v. RELIGION OR BELIEF: Religious faith or other groups with a shared system of beliefs such as Humanists and atheists.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Any modifications which can be made quickly or easily to reduce negative impact, enhance positive impacts or increase equality in relation to <u>Religion or Belief</u>?			
vi. SEXUAL ORIENTATION: Lesbians, Gay men or women, Bisexual or Heterosexual people	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Any modifications which can be made quickly or easily to reduce negative impact, enhance positive impacts or increase equality in relation to <u>Sexual Orientation</u>?			
vii. AGE: Different age groups including older people,	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

children and young people			
Any modifications which can be made quickly or easily to reduce negative impact, enhance positive impacts or increase equality in relation to <u>Age</u>?			
viii. PREGNANCY AND MATERNITY: Protects the rights of the pregnant mother as well as families.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Any modifications which can be made quickly or easily to reduce negative impact, enhance positive impacts or increase equality in relation to <u>Pregnancy and Maternity</u>?			
ix. GENDER REASSIGNMENT: Trans (or Transgender) is an umbrella term used by people whose gender identity and/or gender expression differs from their birth sex. The term includes, but is not limited to, transsexual people and others who define as gender-variant	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Any modifications which can be made quickly or easily to reduce negative impact, enhance positive impacts or increase equality in relation to <u>Gender Reassignment</u>?			
x. ANY OTHER EQUALITY GROUNDS or CROSS-CUTTING ISSUES e.g. mental health, education or socio-economic background; carers; offenders; rurality; etc.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Any modifications which can be made quickly or easily to reduce negative impact, enhance positive impacts or increase equality in relation to <u>Other equality groups or Cross-cutting issues</u>?			

3. HUMAN RIGHTS

a. Have you identified any human rights implications?

YES NO

State what they are and how they will be addressed?

4. RECOMMENDATION ABOUT FULL IMPACT ASSESSMENT

(a) Are any of the adverse impacts major? i.e. they have a major impact on one or more group

YES NO

(b) Are any of the adverse impacts significant? i.e. they affect a large number of people or a large proportion of one group

YES NO

(c) Is there any other reason why a full impact assessment should be done?

YES NO

(d) Is any other type of assessment required? If yes, please specify. (e.g. risk, financial, health, human rights, environmental).

YES NO

(e) Any other comments

None.

--

Please note below any recommendations and action being taken in relation to modifications identified for any equality strand in the screening assessment. -

No.	Recommendation	Action	Timescale	Lead	Done
1.	None required.				
2.					
3.					
4.					
5.					
6.					

Declaration 1

This policy, etc has been screened for equality impact and, provided that the above recommendations are acted upon, is considered to have **NO MAJOR OR SIGNIFICANT ADVERSE IMPACT** upon any of the Equality Groups under consideration.

Signed (Completing Officer) _____ Counter-signed (Director) _____

Declaration 2

This policy, etc has been screened for equality impact and is considered to have a **MAJOR AND/OR SIGNIFICANT ADVERSE IMPACT** upon one or more of the Equality Groups under consideration. **A full Impact Assessment is required.**

Signed (Completing Officer) _____

For a new policy, this means you will now proceed to a full impact assessment.

For an existing policy, the Director should give a priority for the full impact assessment so it can be scheduled appropriately in the impact assessments for your directorate.

Declaration 3

I have assessed this policy as having the following priority for full impact assessment..

<input type="checkbox"/> High .	Should proceed to full impact assessment within 3 months.
<input type="checkbox"/> Medium	Should proceed to full impact assessment within 12 months.
<input checked="" type="checkbox"/> Low	Should proceed to full impact assessment within 24 months.

Signed (Director) _____ Date _____

Appendix 3. Bomb Threat Checklist

- **Actions to be taken on receipt of a Bomb threat**
- **Tell the caller which organization you are answering from**
- **Record the exact wording of the threat**

- **Ask these questions:**

- 1) Where is the bomb now?
- 2) When is it going to explode?
- 3) What does it look like?
- 4) What kind of bomb is it?
- 5) What will cause it to explode?
- 6) Did you place the bomb?
- 7) Why are you doing this?
- 8) Who do you represent?
- 9) What is your name?
What is your address?
- 10) What is your telephone no?

- **Record time call completed:**

- **Inform the Duty Manager** (Record the names and telephone numbers of who you have informed below)

- **Contact the Police by using 999 (Record the time Police informed)**

Complete this part once the caller has hung up and the Police and the relevant management have been informed.

Time and Date of call

Length of Call

Number at which call is received (including the extension number)

➤ **About the Caller:**

Sex: Male Female Young Old Approx Age:

➤ **Threat Language**

Well Spoken Irrational Taped Foul Incoherent

➤ **Caller's Voice**

Calm <input type="checkbox"/>	Crying <input type="checkbox"/>	Clearing Throat <input type="checkbox"/>	Angry <input type="checkbox"/>	Nasal <input type="checkbox"/>	Laughter <input type="checkbox"/>
Excited <input type="checkbox"/>	Stutter <input type="checkbox"/>	Disguised <input type="checkbox"/>	Slow <input type="checkbox"/>	Lisp <input type="checkbox"/>	Accent <input type="checkbox"/>
Rapid <input type="checkbox"/>	Deep <input type="checkbox"/>	Familiar <input type="checkbox"/>	Slurred <input type="checkbox"/>	Hoarse <input type="checkbox"/>	

If the voice sounded familiar, whose did it sound like?

What Accent?

➤ **Background noises:**

Trains <input type="checkbox"/>	Voices <input type="checkbox"/>	PA System <input type="checkbox"/>	Street Noises <input type="checkbox"/>
Road <input type="checkbox"/>	Children <input type="checkbox"/>	Animal Noise <input type="checkbox"/>	Crockery <input type="checkbox"/>
Music <input type="checkbox"/>	Office noise <input type="checkbox"/>	Factory Noise <input type="checkbox"/>	House Noises <input type="checkbox"/>
Aircraft <input type="checkbox"/>	Interruptions <input type="checkbox"/>	Static <input type="checkbox"/>	Other <input type="checkbox"/>

Other (please specify):

REMARKS:

.....

Printed Name Designation:

Department: Ext No:

Signature: Date:

Appendix 4. Procedure for Responding to a Bomb Threat.

1. Contacting the Police.

1.1 Bomb threats are a matter for the Police who must be notified via switchboard dialing 999. Staff should state whether a suspect device has been located or a bomb threat has been received. The member of staff should be available for interview by the Police or other relevant agency.

1.2 Any telephone threat, written message, or other means of communication alleging that a bomb has or will be placed must be considered serious and reported immediately.

2. Responding to Incidents.

2.1 Following the assessment of a bomb threat, the Duty Manager (having taken advice from the police) Should:

- Initiate a search, and decide whether an evacuation is appropriate.
- Instigate an evacuation where appropriate, except for search teams or essential staff caring for patients who cannot be moved.

2.2 Where the Duty Manager decides that a complete evacuation is necessary, and if there is a risk involved in moving patients, then such a decision must be made in conjunction with senior medical staff.

2.3 Staff and patients can remain in buildings if no device has been located. However, if a device is discovered, staff and patients should be evacuated from the immediate danger. If nothing is found, and there are no other significant factors, the Duty Manager may then decide to declare the building safe, following liaison with the Police.

3. Search and Partial Evacuation

3.1 When the threat level is considered to be moderate, but there is no reason to believe an explosion may be imminent; or if the suspect device is small (for example, a letter bomb) and parts of the Golden Jubilee Foundation premises are considered by the Police to be a safe distance from the suspect device, the Duty Manager may consider partial evacuation only, i.e. excluding search teams and essential staff.

4. Evacuate Immediately

4.1 If the Duty Manager considers the risk to be high or by Police order, immediate evacuation should take place without conducting a search.

4.2 Depending on the nature and scale of the evacuation the Duty Manager may decide that it is appropriate to instigate the Major Incident Plan.

5. Evacuation Plans

5.1 The purpose of an evacuation is to move from a high risk area to an area of lesser risk. This may be carried out in the following ways:

- To evacuate quickly and as efficiently as possible using all available exit routes.
- To evacuate via a safe route that takes people away from the source of danger.

5.2 Evacuation is usually a measure of last resort, particularly where the movement of patients may put them at risk. The decision to evacuate should be taken by the Duty Manager or the Police. The method of evacuation to be used for bomb threats is the same as that for fire. There are however significant differences when dealing with a bomb threat.

- Doors and windows should be left open to minimise the effects of a blast.
- Assembly points may have to be changed to ensure safety from flying glass or debris from a blast.
- Personal belongings should be removed from the building to assist search teams to identify potential bombs.

5.3 The choice of evacuation routes should take into account the risk of secondary devices. Assembly points should be areas where it would be difficult to conceal explosive devices. Car parks in particular should be avoided.

5.4 Where there has been a time of explosion received with the threat the Duty Manager must ensure that any search teams are withdrawn at least 20 minutes before the deadline regardless as to whether a device has been found or not.

5.5 Evacuation should be to a predetermined assembly point at least 150 metres from the building in which the suspect package may be located and is out of line of sight. In the event that buildings cannot be evacuated for any reason people should stay away from windows and curtains or blinds should be drawn to minimise the effects of flying glass.

6. Searching

6.1 Search teams may be required to conduct searches. Search teams should be drawn from staff who are familiar with the affected area, and can identify everyday items in that area. The Police and Bomb disposal teams will also require staff that are familiar with the area to assist them with any search they make.

6.2 Search teams should identify, sub divide and plot buildings and areas to be searched. Search teams should aim to identify any item that:

- Should not be there
- Cannot be accounted for
- Appears to be out of place

6.3 Buildings if named in the threat message should be searched first. Locations designated as evacuation assembly areas should be searched prior to being used as assembly areas.

6.4 Searches should be conducted methodically, moving in one direction through the area being searched. Searches should concentrate on the following three headings in the order listed:

- Periphery of the room: Examine walls from top to bottom and the floor area immediately beneath the wall.
- The furniture and floor: Furniture should not be moved but drawers should be opened and searched, gaps under furniture should be searched, only floor covering that looks to have been recently disturbed should be lifted.
- The ceiling: particularly false ceilings where tiles look to have been disturbed.

6.5 After the search has been completed, and if nothing has been found the person coordinating the search must be informed. Search plans should be marked as clear.

6.6 If a suspect device is found, the whole incident should be handed over to the Police.

7. If a Suspect Object is Found.

- Do not touch or move it.
- Inform the Duty Manager by telephone.
- Move away from the device.
- The person finding the device should be available for interview by the Police.
- If a suspect package is found appropriate evacuation plans should be put into action without delay.

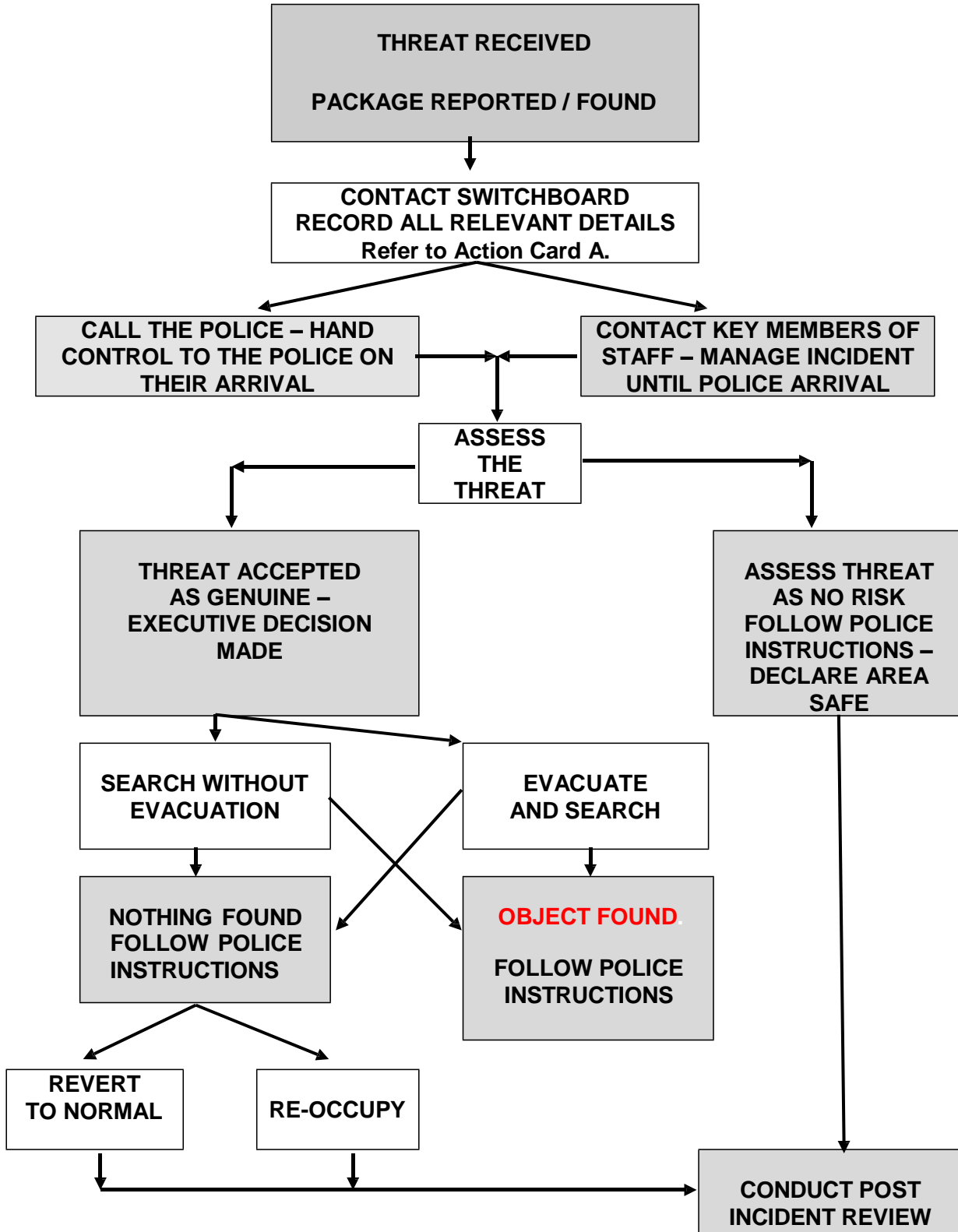
8. The Decision to Reoccupy

8.1 If no suspect package is found the Duty Manager, in conjunction with the Police, should carry out an appropriate risk assessment based on the residual threat level to the premises before considering reoccupation.

8.2 Where a time for an explosion has been specified and no explosion has taken place the Duty Manager should ensure that at least one hour has elapsed before re- occupation takes place. Advice should be sought from the Police in these cases.

Appendix 5. Bomb Threat Flowchart

ACTION TO BE TAKEN ON RECEIVING A BOMB THREAT



Appendix 6. Action Cards

Action Card A - Switchboard Operator

Issue Date:

Review Date:

1. A member of the Switchboard team is likely to be the recipient of a bomb threat.
2. Upon receiving a bomb threat, try to take notes during the conversation.
3. Keep calm and ask as many of the first ten questions on Appendix 3 as you can.
4. Complete Appendix 3 as soon as you can while the information is fresh in your mind.

Action Points:

The Switchboard Operator should notify the following:

The Police
The Duty Manager
Head of Estates
H&S Manager
Security Officers

Action Card B - Duty Manager

Issue Date:
Review Date:

Action Points

The Duty Manager will:

- Instigate the Major Incident Plan if appropriate.
- Contact the Chief Executive
- Act as a link with the Senior Police Officer or other emergency agencies.
- If evacuation is considered advise the Police on suitable areas for this purpose.
- Provide guidance in evacuation decision plans to the Police.
- Liaise with the Estates department for any relocation of services and isolation points.
- Agree a schedule of meetings with key stakeholders in order that decisions and or additional resources can be approved and made available quickly
- Approve press statements with the press team and the Police.

Action Card C – Head of Estates and Facilities

Issue Date:
Review Date:

Action Points

The Head of Estates and Facilities will:

Liaise with the Duty Manager.

Monitor access control and lock or release doors as appropriate.

Utilise the Golden Jubilee Foundation's CCTV system to Provide live CCTV images of the incident if possible.

Action Card D - Security Officers

Issue Date:
Review Date:

Action Points

Security Officers will:

Prevent access into danger areas where necessary
Liaise with the Police and emergency Services.
Assist with searches where necessary.
Provide general information.