

Elliott Nash Limited Bomb Threats/Suspect Packages Procedure (SHE 10)

Bomb threats

There are no exact rules as each situation or message will be different. You may be the first and possibly the only point of contact with a caller therefore it is essential you obtain as much information as possible.

Actions should include Four Steps:

Step One (Notification)

- Attract the attention of another person and alert them to the threat. This action should be done without interrupting the caller i.e. writing a brief note.
- Your colleagues will contact the responsible Manager and actions for evacuation taken.

Step Two (Recording)

- Write down the message given by the caller in as much detail as possible. Make a note of the time the call was received. Write down the exact wording of the threat and any specific words used whenever possible.

Step Three (Extending the Call)

- The caller may hang up as soon as the message has been given but you should try to extend the call if possible to obtain information.
- Where is the bomb right now? Which Building?
- When is it set to explode?
- What does it look like?
- What type of explosive the device contains?
- What will cause the explosion?
- If the caller claims to be a member of a terrorist group note the name and any usual words used.
- Note the time the call finished?

Step Four (Write a Report)

- Date and time call was received.
- Time call finished.
- Notes about the caller.
- Sex of the caller.
- A description of the speaking voice of the caller and any apparent accent.
- Approximate age if evident.
- Whether the caller sounded intoxicated or unstable.
- Any significant background noise

Note: Pass this information to the Responsible Manager/Police

Section	Revision No	Issue Date	Review Date	Approved
SHE 10		July 2011	July 2012	Yes/BMP

Discovering a suspicious package:

- Do not handle the package.
- Get others away from the area.
- Inform the responsible Manager they will,
- Move staff to safe areas.
- Ask staff to close windows and blinds.
- Turn off mobiles.
- Notify surrounding buildings.
- Call the emergency services.
- Use fire marshals to move staff to safe areas.

Alarm and Assembly points:

There is no alarm for a bomb alert. The responsible Manager is to evacuate to a safe location via a safe route.

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