

# HARWES FARM COMMUNITY INTEREST COMPANY

## Bomb Threat Guidance APR 2015

### 1. Introduction

Even the best contingency plans will not prevent bomb threats from disrupting normal daily activities. However, this disruption can be minimized if the recipient of the warning knows how to handle it. Most bomb threats are made over the phone, with the overwhelming majority being hoaxes, often the work of malicious pranksters – although it is known that terrorists do also make hoax calls. Any such call is a crime and no matter how ridiculous or unconvincing, this **should be reported to the police**.

The overriding considerations must always be for the safety of staff and other site users. Therefore the decision to evacuate is normally taken by the most senior manager, following police advice and both will need to be aware of all the facts.

### 2. What should managers do to prepare for a bomb threat?

- o Develop a procedure of what is to happen in the event of a bomb threat and communicate to staff;
- o Ensure that staff who are most likely to receive a threat e.g. office staff, are kept aware of the procedure and that it is readily available to them.

## 1. What actions need to be taken if a telephone threat is received?

- o If a telephone bomb threat is received, it is important to gather as much information as possible to assist the police in identifying the caller, ie the authenticity or otherwise of the threat and the location / timing of any device.
- o A checklist to assist staff in compiling accurate details is available in **Appendix A**. The aim is to record everything as near as possible to what is being said, especially the exact wording of the threat and any background noises that may help identify the source of the call.
- o It is particularly important to try and extract as much information as possible about the type, size, and location of the threat; in particular the time the device is expected to activate / detonate;
- o In addition, the recipient should indicate to the caller that the site is occupied and the detonation of the bomb could result in the death or serious injury of many people.
- o Once the call has finished and the information gathered the employee taking the call must inform the Project Director and/or the Co Director and preferably both.
- o The police must be contacted **immediately** and their instructions followed e.g. evacuate any buildings prior to their arrival. Neighbours who may be affected should also be notified.

Most threats are delivered by telephone because the caller:

- o Knows or believes an explosive or incendiary device has been or will be placed and wants to minimise personal injuries and /or property damage.

OR

- o Wants to disrupt normal activities by creating anxiety and panic.

**Therefore every threat received must be taken seriously and dealt with in such a way as not to create panic.**

## 1. What actions need to be taken if a written threat is received?

- o All materials, including envelopes and containers must be saved. Where possible, physical contact should be avoided.
- o All threats need to be carefully evaluated and any subsequent evacuation of the premises should usually be preceded by a positive and efficient search, to determine the nature and location of the threat;
- o It is essential that the police are informed as a matter of priority to enable them to make an evaluation and respond accordingly.

## 5. Further information

Advice on bomb threats can be sought via the Home Office website [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) or via your local crime prevention officer.

## Appendix A

### ACTIONS TO BE TAKEN ON RECEIPT OF A TELEPHONE BOMB THREAT

- RECORD THE CALL, IF POSSIBLE
- TELL THE CALLER WHERE YOU ARE ANSWERING FROM AND TRY TO RECORD THE EXACT WORDING OF THE THREAT

.....  
.....  
.....  
.....

#### ASK THESE QUESTIONS

1. Where is the bomb right 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?.....
8. What is your name? .....
9. What is your address? .....
10. What is your telephone number? .....

Where an automatic number; reveal that this is recorded.....

Inform the Project Director and/or Co Director and preferably both.....

#### COMPLETE THIS ONCE THE CALLER HAS HUNG UP AND THE POLICE HAVE BEEN INFORMED

Time, date and length of call.....

Number at which call is received (that is your extension number).....

#### ABOUT THE CALLER

Male ( ) Female ( ) Approximate age:.....

#### THREAT LANGUAGE

Well spoken  Irrational  Taped  Foul  Incoherent  Message read by threat maker

**CALLER'S VOICE**

Calm  Crying  Clearing throat  Angry  Nasal  Slurred   
Excited  Stutter  Disguised  Slow  Lisp  Accent\*   
Rapid  Deep  High pitch  Hoarse  Laughter

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

.....  
.....  
.....  
.....

\*What accent? .....

**BACKGROUND SOUNDS**

Street noises  House noises  Animal noises  Crockery  Motor   
Clear  Voice  Static  PA System  Booth   
Music  Factory machinery  Office machinery

Other (specify) .....

**REMARKS**

.....  
.....  
.....  
.....

Signature ..... Date .....

Print Name .....

