East Durham College

Procedure Document

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Document Control

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Bomb Threat and Evacuation Procedure

Scope

All College properties and operations, and all staff, learners and members of the public visiting those sites.

A comprehensive review of this procedure must be completed during August prior to commencement of academic year or sooner if any change takes place that would affect the validity of the assessment.

Purpose

This procedure has been developed to assist the College in the event of receiving a potential Bomb threat and evacuation event and sets out the procedures to be followed to ensure the safety and, if necessary, evacuation of students, staff and members of the public.

This **Bomb Threat and Evacuation Procedure** must be followed during any Bomb Threat event at any campus. It is designed to work independently but also to compliment the Business Continuity Plan 2.1.6 when dealing with a Major Incident.

Comment

This document has been prepared in accordance with guidance from Centre for the Protection of National Infrastructure (CPNI) – Bomb Threats and Evacuation Planning dated February 2016.

To obtain advice and guidance concerning this procedure, contact the Director of Estates, Services and Resources (College Safety Advisor).

Premises may need to be evacuated because of:

- A threat aimed directly at the building (attack in progress).
- A threat received by telephone or other means of communications.
- A threat received elsewhere and passed on by the Police.
- Discovery of a suspicious item in the building (a postal package, a rucksack or unclaimed baggage).
- Discovery of a suspicious item or vehicle outside the building.
- An incident to which the Police have alerted the College.

Definition and Clarification

Throughout the document, the term 'Terrorist' is used. This is not to imply an organised or recognised Terrorist organisation, a specific nationality or 'stereotype' but a generic term to describe a person or group who uses the act of a bomb threat, whether hoax or real, to create a feeling of panic and terror.

The term 'Device' is used to describe any object, package or vehicle that has the potential to create harm or damage to property. It does not imply that it has the ability to function (detonate).

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Procedure for Receipt of Bomb Threat

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, often the work of malicious jokers, although terrorist organisations 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 to the Police. Calls or communications may be of two kinds:

- Hoax threats designed to disrupt, test reactions or divert attention.

- Threat warnings of a genuine device – these may be attempts to avoid casualties or enable the terrorists to blame others if there are casualties. However, genuine threats can provide accurate information about where and when a device may explode.

In the event of a receiving a Bomb Threat, the following guidance should be followed:

- Stay calm and listen to the caller. Try not to panic.

- Obtain as much information as possible – try to get the caller to be precise about the location and timing of the device and whom they represent. If possible, keep the caller talking.

- If any call monitoring or recording equipment is available, ensure it is switched on.

- When the caller rings off, use the 1471 facility on the phone or record the number using the automatic number display.

- Immediately report the incident to the Director of Estates, a member of the College Leadership Group or the Duty Manager. This is to determine the best course of action to be taken. They must notify the Police (even if a hoax is suspected).

- If the above personnel are not available, report the call directly to the Police. Give your impressions of the caller and an exact account of what was said.

- Make as many notes of the call as possible and do not leave your post until the Police arrive (unless an evacuation has been ordered). Make yourself known to the Police upon arrival.

- Apollo Studio Academy must be informed to allow the staff to arrange for possible evacuation. They can be contacted on 5595/5553 or 8221.

- If the call is received by Apollo Studio Academy, they must immediately inform the College Leadership Team on 5552 or 8208. This will be disseminated to the Director of Estates/Duty Manager to prepare the main college for evacuation.

- A Bomb Threat checklist to help making notes can be found as an appendix to this document.

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Procedure for Bomb Threat Evacuation (All sites)

The biggest dilemma facing anyone responsible for evacuating any building or location is to judge where the safest place might be. For example, if a normal evacuation route takes people right past a suspect device, alternate routes must be given and evacuees must be marshalled along that route. Each threat may be for a different location, so a detailed route will not be suggested in this document. However, pre-determined safe areas for each campus (based on the device being inside buildings) are shown below:

- Willerby Grove and Sports Centre   - Furthest end of running track.
- Technical Academy   - On the grass verge along Swan Road (ensuring that personnel are safe and off the vehicle route).
- Houghall (Main Campus area)   - Rugby and Football pitches away from the buildings.
- Houghall (Farm area)   - High ground of Hospital Field.

- NOTE: Car parks should not be used as assembly areas in case of secondary vehicle-borne devices. Safe areas should aim to be at least 500m away from the incident unless it is a vehicle borne device, where the safety distance should be 1000m.

In the event of an evacuation being deemed necessary, the following guidance should be followed:

1 **Unknown location of device:** Under the Director of Estates, CLG member or Duty Manager, the Fire Alarm will be sounded and evacuees will be guided by means of normal evacuation routes to the safe area. This is to be determined before the alarm is activated and marshals should be in place. These marshals will be members of staff primarily from the Estates team but may also rely on additional staff members particularly if the route is long or circuitous. Further guidance may be given by the Police.

2 **Known location of device:** If the location of the device is known and a time for detonation has been given, a Silent Evacuation is to take place. This allows a level of route planning and avoids panic. Under the Director of Estates, CLG member or Duty Manager, evacuation will be by staff primarily from the Estates team, but may also rely on additional staff members particularly if the route is long or circuitous. The evacuation will be controlled from the 'inside out' – those closest to the device location will be told to evacuate first, working outwards away from the device. The Fire Alarm must NOT be activated. Further guidance may be given by the Police.

3 **Device is outside and away from buildings:** If this is the case, it may be safer to remain in buildings. However, all personnel should remain under cover (tables etc) and away from windows if possible. In all cases, direction will be given by the Director of Estates, a CLG member or the Duty Manager. Further guidance may be given by the Police.

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4   **Partial Evacuation:** In certain circumstances, it may be possible to conduct a partial evacuation, for example if the device is small and confined to a single location (a letter bomb found in the post room). A partial evacuation will only be carried out on the advice and instruction of the Police.

5   **Additional Considerations - Persons with mobility restrictions:** Any person who has mobility restrictions will be allocated a staff member who is responsible for that person during the evacuation. It is the responsibility of that staff member to ensure the person is evacuated safely. College transport will be used to aid movement if required. Any essential personal belongings or medication will be collected prior to evacuation (only if safety permits).

Procedure for Reoccupation of Buildings (All sites)

College Buildings must only be reoccupied after the following procedure has occurred:

- **Incident declared over:** Prior to the Police's involvement ceasing, they will require a full search to be conducted by College staff. Under the Director of Estates, CLG member or Duty Manager, the Estates Team will be asked to conduct this search and will require each curriculum and business support department to accompany them on a search. This is to ensure that specialised pieces of equipment are confirmed as belonging to that departmental area. Once this has occurred, the incident will be declared over. This will only be declared by the Police specialist teams. Buildings will be reoccupied firstly by staff to ensure the security of the building and belongings. Students will be allowed to re-enter the buildings once this has occurred.

Post-Incident Briefings

Once the incident is over, it is vitally important that an immediate debrief occurs to assist in capturing actions taken and to allow the procedures listed in this document to be reviewed. Attendance at the meeting should consist of the following:

- All members of CLG, CMG and Apollo Studio Academy Leadership (where available).
- Any key staff members (reception staff who took the initial threat warning).
- Police Liaison and other Specialist Teams.

The review will follow the procedure listed in the Disaster Recovery chapter of the Business Continuity Plan.

Supporting Documents and Records
- Appendix A – Bomb Threat Checklist.
- 2.1.6 East Durham College Business Continuity Plan.

Please feedback to Quality & Standards any constructive suggestions on how any aspect of the procedure may be clarified or improved

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Appendix A – Bomb Threat Checklist

This checklist is designed to help staff deal with a telephoned bomb threat effectively and to record the necessary information.

Actions to be taken on receipt of a bomb threat:

- Switch on the recorder/voicemail (if available and connected).
- Tell the caller which campus you are answering from.
- Record the exact wording of the threat:

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Ask the following questions:

- Where is the bomb right now?..
- When is it going to explode?..
- What does it look like?..
- What kind of bomb is it?...
- What will cause it to explode?..
- Did you place the bomb?...
- Why?..
- What is your name?...
- What is your address?...
- What is your telephone number?..

Once the caller has hung up:

- Record time call completed:...
- Which phone received the call and its number:..
- Person informed:...
- Date and time of call:..
- Length of call:..
- Time Police informed:...

About the caller:

- Sex:...
- Approximate age:..
- Possible nationality:...

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Tick where appropriate:

Language:

..... Well spoken
..... Irrational
..... Taped message
..... Offensive
..... Incoherent
..... Message read by threat maker

Callers Voice:

..... Crying
..... Calm
..... Clearing throat
..... Angry
..... Nasal
..... Slurred
..... Excited
..... Stutter
..... Disguised
..... Slow
..... Lisp
..... Accent:
     Type of accent:
     ....
..... Rapid
..... Deep
..... Hoarse
..... Laughter
..... Familiar:
     If so, who did it sound like?
     ....
     ....

Background sounds:

..... Street noises
..... House noises
..... Animal noises
..... Crockery
..... Motor
..... Clear
..... Voice
..... Static
..... PA System
..... Booth
..... Factory machinery
..... Music
..... Office machinery
..... Other (please specify)............................
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Other Remarks:...
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Signature:...

Date:..

Print Name:...