

BOMB THREAT PROCEDURE

PROTOCOL FOR ALL STAFF IN THE EVENT OF RECEIVING A BOMB THREAT BY TELEPHONE OR E-MAIL

STAFF ACTIONS

- In the event of receiving a telephone bomb threat, indicate to a colleague what is happening
- Colleague to alert Security on extension 6444 (Tel 01904 876444) and ask them to attend

SECURITY ACTIONS

- Security Officer to inform Facilities Management team via phone tree held at reception
- Security Officer to contact North Yorkshire Police by telephoning 101
- Remain On alert to assist with any evacuation procedures

- When talking to the caller making the threat try to stay calm and keep the caller on the line for as long as possible
- Ask questions such as: Where is the bomb now?; What does it look like?; When will it explode?; Did you plant the bomb?; Why?
- Use the University's checklist to take down as much information about the caller as possible, such as their gender, whether they were an adult or child, their accent or any background noise heard
- Even when the caller hangs up, **DO NOT REPLACE THE HANDSET**
- If the threat is made by e-mail or similar means, follow the same process. **DO NOT delete the e-mail**
- Pass any information gathered to the Security Team and Facilities Management

FACILITIES MANAGEMENT ACTIONS

- With Security Services, assess the information gathered by staff to decide how to respond to the threat, using input from North Yorks Police where appropriate
- Inform the Director of Facilities of the incident
- Director of Facilities to inform SLT as necessary

DIRECTOR OF FACILITIES & SLT TO ASSESS CORRECT RESPONSE TO THREAT

IGNORE THE THREAT

This action will only be taken if it is absolutely certain the threat is a hoax.

SEARCH-NO EVACUATION

Occupiers remain in situ while area is searched. If suspicious item found then evacuation will be carried out. If none found then Director of Facilities & SLT may decide area is safe

SEARCH & PART EVACUATION

If situation deemed to be of medium risk with no imminent threat of explosion, everyone apart from search teams evacuated from area of risk. Full evacuation only takes place if suspect item found.

IMMEDIATE EVACUATION – NO SEARCH

If threat deemed imminent the Director of Facilities and SLT will decide to clear all areas immediately, regardless of whether any device has been found.