



ATTLEBOROUGH TOWN COUNCIL

Bomb Threats Procedure

The following general principles apply to all staff:

- a) All staff should fully acquaint themselves with the safety precautions applying to their location.
- b) Staff are expected to seek the identity and the business of people seen on the premises whom they do not recognise and who do not display an Attleborough Town Council Pass. Members of staff who are themselves challenged must accept this is in their own interests and they should be prepared to identify themselves.

General Instructions

1) Telephone Operators and Other Staff Receiving Bomb Warnings

The warning is most likely to be made by an anonymous telephone caller to the switchboard, but it is possible that any member of the staff could receive such a call on an extension. The recipient of the call should:

- a) Let the person finish the message without interruption.
- b) Ask key questions:
 - i. where is the bomb located?
 - ii. What time will it explode?
 - iii. When was it placed?
 - iv. Why was it placed?

Whilst attempting to gain this information, the recipient should try to ensure that a colleague advises a member of the management without delay. Time should not be wasted trying to contact a particular individual.

- c) Always note any **CODEWORD** given by the caller, generally bomb threats containing a code word indicates a more serious threat.

NOTE whether the caller repeats the message or any part of it.

- d) Try to keep the caller talking in order to gain as much information that may be of help to the Police, e.g.
 - i. The accent of the caller
 - ii. Gender and possible age
 - iii. Whether the caller is an educated person or otherwise.
 - iv. Any background noises that might indicate the location of the caller
 - v. Noticeable conditions affecting speech, such as drunkenness, anger, etc.

- e) Pass full details immediately to a Director of Manager, who will immediately inform the Police.

BE CALM: LISTEN CAREFULLY: REPORT EXACTLY

2) Search

- a) If the Management decides to search the buildings after consultation with the Police, staff will be instructed to institute and immediate search control and will be supervised at all times, staff will search general areas such as filing areas, entrance lobbies, stairways, production areas, maintenance staff will search restricted areas such as boiler rooms, electrical mains rooms etc.
- b) Each member of staff will search in the following pattern:
 - i. The top of own desk or bench and any adjacent tables, cabinets etc.
 - ii. Underneath desk or bench.
 - iii. The floor area between self and nearest colleague.
 - iv. The shelves in the filing cabinets/area for which responsible.
 - v. Cupboards for which responsible.
 - vi. Drawers/boxes in own work area and any adjacent fittings.
 - vii. Restricted areas will be searched by Management.
- c) Staff should remain at their work stations until the search is completed and not evacuate the premises unless instructed to do so.

3) If a Suspicious Object is Found

The finder will immediately inform Management who will then advise the administration control team or manager.

ON NO ACCOUNT INTERFERE WITH A SUSPICIOUS OBJECT: BE CALM: LISTEN CAREFULLY: REPORT EXACTLY

4) Evacuation

If the Management thinks that complete evacuation of the building is necessary:

- a) Fire alarms will be activated.
- b) Staff should proceed to pre-arranged locations unless advised otherwise.
- c) The Manager will carry out their normal evacuation duties and wait at safe assembly points for further instructions.
- d) Management will keep communications open with the Police.
- e) The visitors' book will be checked to ensure all visitors are accounted for.
- f) The Police are to be informed of actions that have been taken as soon as they arrive.
- g) If no suspicious object is discovered, a further search of each area may be requested.
- h) When the premises are given the all clear personnel may return to their work areas.

Unexploded Bomb Report

Date of call:	
Day of call:	
Time of call:	
Gender and possible age of caller:	
Type of voice:	
Codeword given:	
Exact Message:	
Was the caller excited/agitated/drunk?	
Did you recognise the voice?	
Was the caller knowledgeable about the Town Hall?	
Was it a call box or other?	
Was there any background noise? If yes, describe:	

Questions to Ask:

1. Why is the bomb here?	
2. How much time is there?	
3. Type of device?	
4. Anything we must do?	
5. Anything we must <u>not</u> do?	
6. What will happen if touched?	
7. How do we know you are serious?	
8. Where is the device?	

Adopted: July 2019