



# GUIDANCE NOTE – BOMB THREATS AND EVACUATION

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## 1. Notification of Threats

The purpose of this document is to provide guidance on the actions to be taken in the event of a bomb threat to the University. This could be in the form of a telephone call, email or by the discovery of a suspicious bag or package in or around the University, or upon receipt of a suspicious letter or package.

### 1.1 Telephone or Email Threats

The majority of bomb threats are made over the telephone and the overwhelming majority are hoaxes, often the work of malicious individuals. Any hoax is a crime, no matter how ridiculous or unconvincing.

Calls may be of two kinds:

- hoax threats designed to disrupt, test reactions or divert attention;
- threats warning of a genuine device - these may be attempts to avoid casualties or enable the caller to blame others if there are casualties. However, genuine threats can provide inaccurate information about where and when a device might explode.

### 1.2 Receiving a Suspicious Call

Our receptions would usually be the first point of contact and they will be familiar with the procedure and have ready access to the instructions.

A clear list of actions should be followed upon receipt of the call (Appendix A).

If the call bypasses reception, a member of staff may be able to assess the accuracy or origin of a threat and their impressions of the caller could be important.

Some basic advice on handling telephone threats:

- stay calm and listen;
- obtain as much information as possible - try to get the caller to be precise about the location and timing of the alleged bomb and whom they represent. If possible, keep the caller talking;
- immediately report the incident to the Estates Management Team;
- after the call, make notes, do not leave your post unless ordered to do so.

### 1.3 Receiving a Suspect Letter or Parcel

In the case of a suspect letter or parcel:

- leave the room straightaway and lock the door;
- immediately report it to the Estates management team or reception.

Any one of the following signs should alert members of staff to the possibility that a letter or package could contain an explosive device:

- grease marks on the envelope or wrapping;
- an unusual odour such as marzipan or machine oil;
- visible wiring or tin foil, especially if the envelope or package is damaged;
- the envelope or package may feel very heavy for its size;
- the weight distribution may be uneven;
- the contents may be rigid in a flexible envelope;
- it may have been delivered by hand from an unknown source or posted from an unusual place or by a courier;
- if a package, then it may have excessive wrapping;
- there may be poor handwriting, spelling or typing;
- it may be wrongly addressed;
- there may be too many stamps for the weight of the package.

#### **1.4 Suspect Packages in the Building**

If a suspected package is identified within the building or in close proximity to the building:

- do not touch and move away;
- if you did touch it put it down gently and move away;
- report it immediately to the Estates Management Team or Reception.

The person finding the device may be interviewed by the police.

#### **1.5 Evacuation**

Upon investigation, if a suspicious package or bomb threat is deemed credible the Vice-Chancellor or in their absence a member of the Senior Management Team will be notified and will make a judgement on whether to evacuate, or have people move to a safer location within the building.

In the unlikely event the building is evacuated it is vital that all staff, students and visitors move away from the danger in a controlled manner. Estates staff, with the assistance of Fire Wardens will implement the evacuation. If at all possible, staff, students and visitors should be asked to take personal belongings with them.

The evacuation procedure is similar to the fire evacuation procedure, whereby staff, students and visitors should wait in the designated assembly point until a member of the Estates Team is able to give further information and advice as to when it may be safe to re-enter the building. In some instances the Estates Team may advise everyone to use a different evacuation assembly point to the usual fire assembly point (see Appendix B, C & D).

The decision to evacuate will normally be the University's, but the police will advise and may in exceptional cases insist on evacuation.

Disabled staff should be individually briefed on their evacuation procedure.

First Aiders may bring first aid kits in case of an incident.

### 1.6 Assembly Areas

- **Blenheim Walk**  
The assembly area for Blenheim Walk is located at Blenheim Square at the bottom of Archery Road, please use the most direct route to Blenheim Square (**Appendix B**).
- **Vernon & Rossington Street**  
The assembly area for Vernon and Rossington Street is located in the far side of Millennium Square, please use the most direct route to Millennium Square (**Appendix C**).
- **Geoff Hodgson House**  
The assembly area for Woodhouse Lane is located in the grass area near the Dry Dock, please use the most direct route to the grass area near the Dry Dock (**Appendix D**).

Car parks should not be used as assembly areas.

### 1.7 Reoccupying the Building

If the building is to be reoccupied after the incident, it is vital that all staff, students and visitors return in a controlled manner. Fire Wardens will assist in this and may carry out a random ID check when re-entering the building.

There may be an occasion when we are unable to occupy the building and staff have been at the assembly point for some time, in this instance a decision will be made by the Vice-Chancellor or in their absence a member of the Senior Management Team about sending staff home.

**IF IN DOUBT - ASK**

**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:**

**Ask the following questions and record answers as accurately as possible.**

Where exactly is the bomb right now?

When is it going to explode?

What does it look like?

What kind of bomb is it?

How will it be detonated?

Did you place the bomb, if not you, who did?

Why have you placed the bomb?

What is your name?

What is your address?

What is your telephone number?

**Record time of completion of call:**

Where automatic number reveal equipment is available, record number shown

**Inform the Estates Management Team of the name and telephone number of person informed**

**Contact the Estates Management Team or police on 999 if Estates staff or Senior Management Team are not available. Time informed?**

**The following part should be completed once the caller has hung up and the Estates Management Team and the police have been informed:**

Time and date of call:

Length of call:

Number at which the call was received (i.e. your extension number):

**About the caller:**

Male or female sounding voice:

Age:

Nationality:

<i>Tick where appropriate:</i>
<b>Language</b>
<input type="checkbox"/> Well spoken
<input type="checkbox"/> Irrational
<input type="checkbox"/> Taped message
<input type="checkbox"/> Offensive
<input type="checkbox"/> Incoherent
<input type="checkbox"/> Message read by threat-maker
<b>Caller's voice</b>
<input type="checkbox"/> Calm
<input type="checkbox"/> Crying
<input type="checkbox"/> Clearing throat
<input type="checkbox"/> Angry
<input type="checkbox"/> Nasal
<input type="checkbox"/> Slurred
<input type="checkbox"/> Excited
<input type="checkbox"/> Stutter
<input type="checkbox"/> Disguised
<input type="checkbox"/> Slow
<input type="checkbox"/> Lisp
<input type="checkbox"/> Accent
Type of accent:
<input type="checkbox"/> Rapid
<input type="checkbox"/> Deep
<input type="checkbox"/> Hoarse
<input type="checkbox"/> Laughter
<input type="checkbox"/> Familiar
If so, whose voice did it sound like?
<b>Background sounds</b>
<input type="checkbox"/> Street noises
<input type="checkbox"/> House noises
<input type="checkbox"/> Animal noises

<input type="checkbox"/> Crockery
<input type="checkbox"/> Motor
<input type="checkbox"/> Clear
<input type="checkbox"/> Voice
<input type="checkbox"/> PA system
<input type="checkbox"/> Booth
<input type="checkbox"/> Music
<input type="checkbox"/> Factory machinery
<input type="checkbox"/> Office machinery
<input type="checkbox"/> Other (specify)
<b>Other remarks:</b>

Signature:

Date:

Print name:



**ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT SENT VIA EMAIL OR SOCIAL MEDIA**

1. Do not reply to, forward or delete the message.
2. If sent via email, note the address.
3. If sent via social media, what application has been used and what is the username/ID.
4. Inform the Estates Management Team or Police if Estates staff or Senior Management Team are not available.
5. Preserve all web log files to help police investigations.

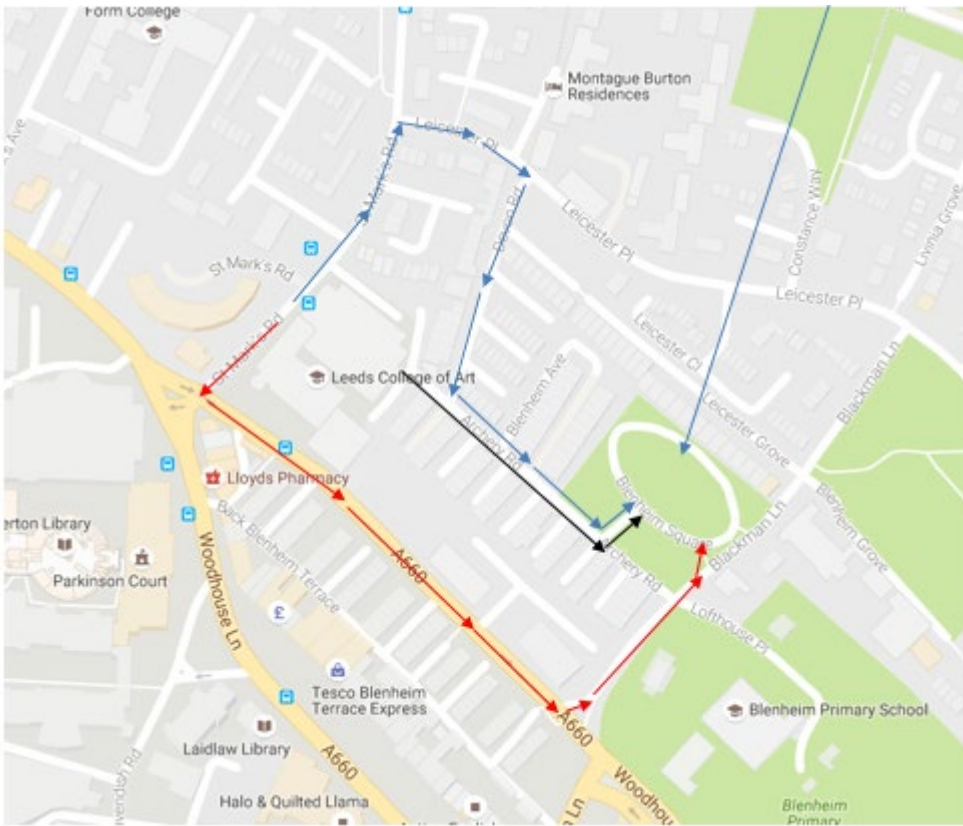
Signature:

Date:

Print name:

Appendix B - Assembly Point - Blenheim Square (routes via Archery Road/A660)

Blenheim Square

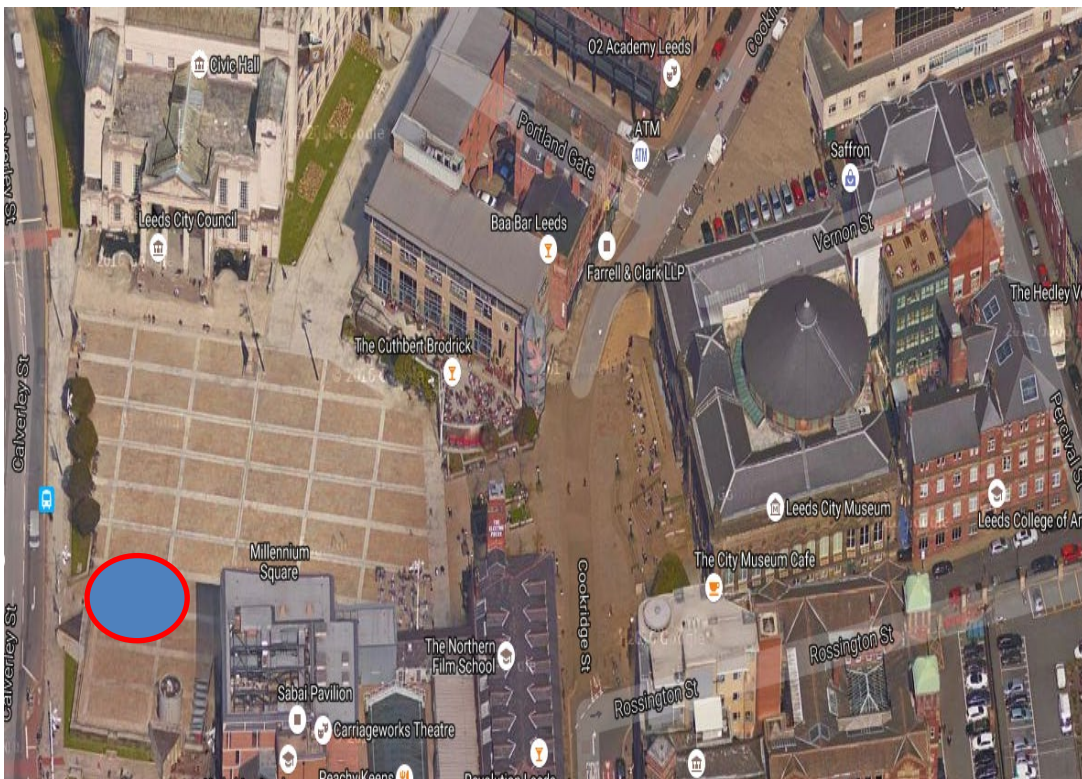
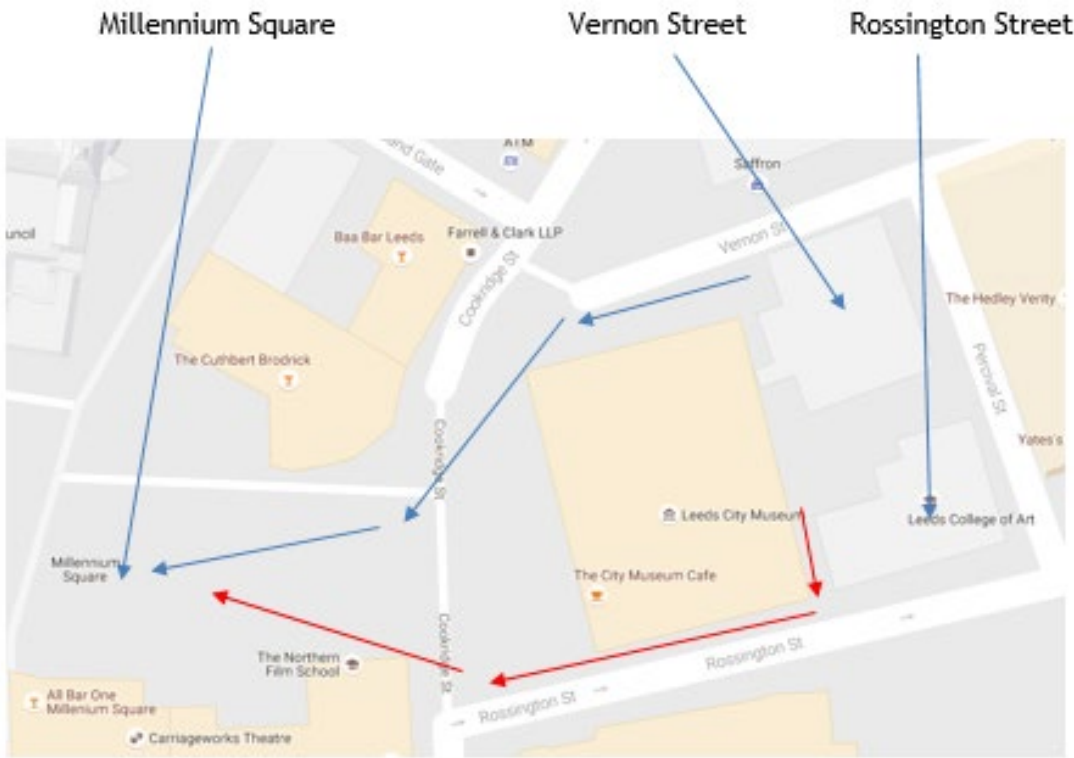


Aerial picture Blenheim Square

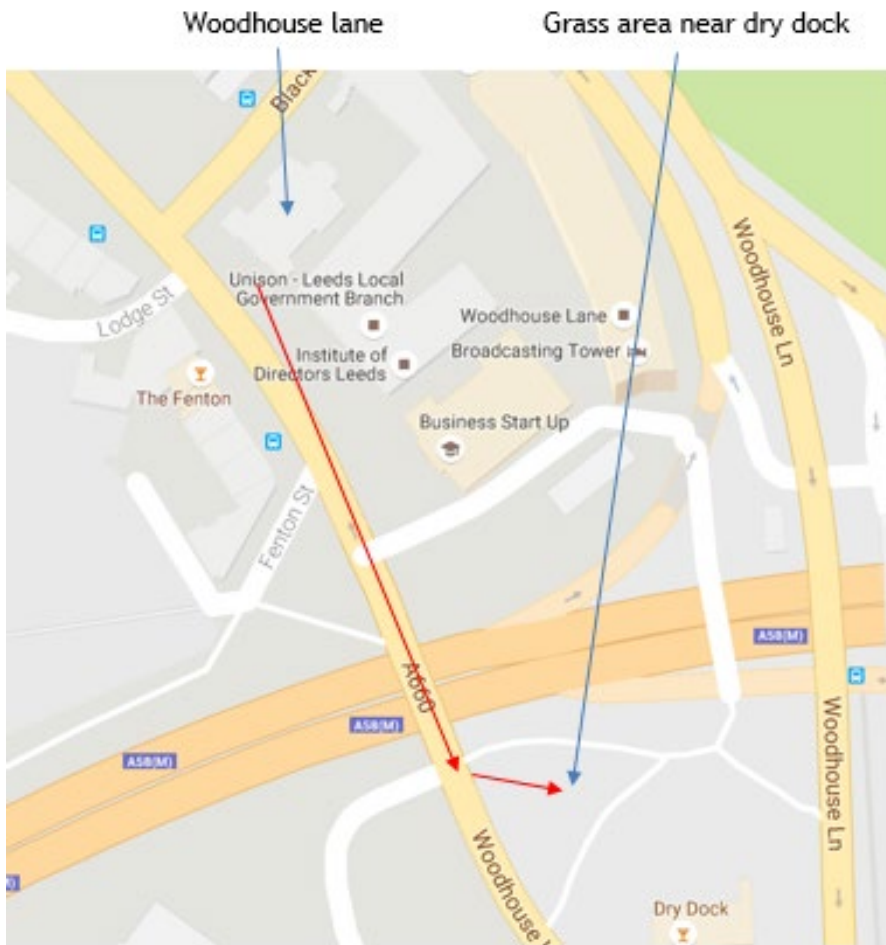




Appendix C - Assembly Point - Vernon and Rossington Street



Appendix D - Assembly Point - Woodhouse Lane



Aerial picture Woodhouse Lane

