



STRANMILLIS UNIVERSITY COLLEGE
A College of Queen's University Belfast

BOMB THREAT/BOMB WARNING

1. ACTION ON DISCOVERY OR DELIVERY

If a suspect object/car is found, no warning having been received, or an object/car left by gunman/men or by proxy:-

- 1.1 Do not touch;
- 1.2 Clear the immediate area:
- 1.3 Notify colleagues, nearest porter and call Security on ext: 340/356;
- 1.4 If object/car cannot be accounted for, Security staff shall cause the building/area to be evacuated as for fire, except that in a bomb alert personnel must not assemble in a car park, or at any point less than 200m from the location of suspect object/car;
- 1.5 Security staff will notify police who will take control of situation on arrival;
- 1.6 The finder of the suspect object/car (the eyewitness) must be identified to police on their arrival.

2. ACTION ON RECEIPT OF TELEPHONE THREAT

A bomb warning may be received by the telephonist at the main switchboard or at any office/private dwelling having a direct outside telephone line:-

- 2.1 The recipient of the threatening call must try to remain calm;
- 2.2 Try to obtain as much information as possible as to the target (building), to assist in locating device and time due to go off (see also checklist for telephonists)
- 2.3 Notify colleagues, porters and call Security on ext: 340/356;
- 2.4 Evacuation will take place as at 1.4 above;
- 2.5 Security staff will notify the police;
- 2.6 Recipient of call must be identified to police upon their arrival.

3. ACTION IF THREATENING MESSAGE IS LEFT ON ANSWERPHONE

There is always the possibility that a telephone warning may be received on the College number when the switchboard is closed. In such an event the Security Officer must act follows:

- 3.1 Preserve the message;
- 3.2 Estimate time message received and compare with time answer phone checked;
- 3.3 Note any time given by the caller;
- 3.4 Taking into account buildings occupied or in use, as far as is practicable take action as outlined in the foregoing paragraphs 1 & 2. (Persons to be contacted may well include Halls Duty Tutor);
- 3.5 Ensure front gate is open and attended to admit Emergency Services (if alerted).

4. RE-OCCUPATION

- 4.1 If evacuation is due to circumstance as detailed in paragraph 1 above, the police will be in control of the situation until the device is declared safe. Only after this and with police consent may buildings be re-occupied.
- 4.2 If evacuation is due to a telephone threat where the time of explosion was intimated, but no explosion subsequently occurs, or if no time was intimated in the call, only the Security Forces can consent to the re-occupation of buildings.

5. CHECK LIST FOR THOSE ON TELEPHONIST DUTIES

Attached copy distributed to

- 5.1 Regular telephonist and all identified relief telephonists;
- 5.2 All offices and other locations where a direct outside telephone line is installed (omitting payphones).

6. GENERAL NOTES

- 6.1 On assembly, after evacuation, the occupants of building should without delay pass on to Stewards any information they may have regarding suspicious objects/cars, which they regard as being alien to the working environment. This type of information is to be passed on quickly to Security Staff.
- 6.2 During a bomb alert gatemen must stop all traffic, except Emergency Services, from entering the campus. Pedestrians arriving at recognised entrance must be requested to remain outside until the area has been declared safe.

CHECK LIST FOR USE BY TELEPHONISTS

ACTION TO BE TAKEN ON RECEIPT OF A BOMB THREAT

Immediately alert someone else if possible (so that Security Staff may be informed) but DO NOT PUT DOWN THE HANDSET OR CUT OFF THE CALLER.

Obtain as much information as you can.

Try to keep the caller talking (apologise for bad line, ask him to speak up etc.)

Complete this form as you go along asking questions in sequence as necessary.

MESSAGE (exact words)_____

Where is it? _____

What time will it go off? _____

What does it look like? _____

What kind of bomb is it (type of explosive)? _____

Why are you doing this? _____

Who are you? Name: _____

Address: _____

Time of call _____

WHEN THE CALL HAS FINISHED GIVE THIS FORM TO THE SECURITY STAFF WHO WILL DECIDE WHAT TO DO. THE MORE INFORMATION YOU GET, THE EASIER IT WILL BE TO DECIDE WHETHER THE WARNING WAS GENUINE OR NOT.

COMPLETE THE FOLLOWING AS SOON AS PRACTIBLE

DETAILS OF CALLER

Man Woman Child
Old Young Not Known

SPEECH

Intoxicated Irrational Rambling
Speech Impediment Laughing Serious
Accent
Was the message read? or spontaneous?

DISTRACTIONS

Any noises on the line?
Call box pay tone or coins?
Operator?
Interruptions?
Anyone in background?

OTHER NOISES

Traffic Talk Typing Machinery
Aircraft Music Children Other

Person receiving call _____

Number of telephone on which call was received _____