

Action Card 3

IMMEDIATE ACTIONS ON SUSPICION OF EXPLOSIVE DEVICE/BOMB THREAT

SUSPECTED EXPLOSIVE DEVICE/BOMB THREAT – use as checklist		
Activated under direction from building manager/site manager		
Role: To initiate the evacuation of staff , service users and visitors to a place of safety		
STEP	Tasks	Tick when Complete
1	STAY CALM: On being aware of possible bomb threat, or find of a suspect package	
2	DO NOT TOUCH OR MOVE THE OBJECT , however if you inadvertently open a suspect package place gently on the floor and retreat.	
3	Call 999 (Police) Do not use MOBILE PHONE communication as it may trigger the device. Use a landline only	
4	Inform the senior manager for the area (In-hours) (Silver on Call out of hours). Give as much information as to the suspect packages location.	
5	Corporate services: Contact Gold on call via switchboard.	
6	Evacuate immediate area , move well away from glassed areas. Where available utilise Fire Wardens/Marshalls to aid evacuation and sweep the building.	
7	Close doors behind you – if possible place barrier e.g. metal cupboard between door and device. Do not lock the door.	
8	If possible open windows. Leave an external door open to allow access.	
9	Evacuate to a safe distance 500 meters from the building. Refer to local bomb threat ‘evacuation profile’, for assembly point (external/internal). (NB: the Fire evacuation muster point is too close to the building.)	
10	Prevent people entering area – if necessary shout your warning. Place no entry notices on exit doors.	
11	Leave area as in steps 6-9.	
12	Only re-enter the building when police indicate that it is safe to do so	
NOTES		