



Bomb Warning or Suspect Package Procedure

This procedure is part of North Yorkshire Police policy to which all Chief Constable personnel and the functions provided by the Police, Fire and Crime Commissioner are required to adhere.

Procedure Statement

The Civil Contingencies Act 2004 places a legal responsibility on organisations to have detailed procedures in place to react to Emergency Situations.

The Management of Health and Safety at Work Regulations 1999 places a legal responsibility on organisations to have in place arrangements for action to be taken in the event of serious or imminent danger.

North Yorkshire Police (NYP) is committed to the development and provision of an organisation which, having regard to the policing imperative, is as safe as possible and without unnecessary risks to the health, safety and welfare of staff, officers and the health and safety of visitors, contractors and members of the public affected by our activities.

The aim of this procedure is to deal with bomb warnings received in relation to NYP Police premises, the report of suspect packages at a location and if appropriate the safe evacuation of all personnel and visitors from the site.

It will be the responsibility of Department Heads and Supervisors to ensure they and their staffs are aware of this procedure

Overarching Policies:

Health and Safety Policy

Procedures:

Business Continuity Management Procedure
Call Handling Procedure
Critical Incident Procedure
Major Incident Procedure
Physical Security Procedure

Other Documents:

Alert States Police Premises
Bomb Threat Assessment

Process

Unattended/Suspect Packages and Other Items

The discovery of an unattended package or item in the absence of any other information does not itself render them to be **Immediately Suspect**. Experience has shown that the vast majority of unattended packages or items have actually been left by mistake by their owners. In order to reduce unnecessary implementation of evacuation procedures it is vital that all possible steps are taken to identify and confirm the owners of unattended items before declaring them as suspicious.

Discovery of Suspected Packages or Items

In the event of the discovery of a package or item which is believed to be suspicious the person discovering it **must not move it** but make a mental note of: -

- the exact location of the suspect package or item and its relation to other equipment
- its size, shape and any other distinguishing features
- the most appropriate and accessible route to it
- any other information which might assist in identifying the package or item and which may assist bomb disposal teams
- Consider: Mark it, memorise it, note the time and move away.

On leaving the location the finder should endeavour to leave all doors open (wedged if necessary, using any available object) and warn anyone nearby not to approach the item.

IMPORTANT - SWITCH OFF AND DO NOT USE MOBILE TELEPHONES OR HANDHELD RADIOS WITHIN 15 METRES OF ANY SUSPECT PACKAGE OR ITEM – 50 METRES FOR A VEHICLE SET.

Once away from the scene the finder must immediately **ring 999 / 112** to report the full circumstances of the incident to the Force Control Room. Then if possible, draw an accurate plan of the location of the suspect device or package together with any other relevant information. If the finder has a mobile number, they should give this to the Duty Silver Commander as the Bomb Disposal Team may wish to speak with them direct.

Force Duty Silver Commander (Insp) Force Control Room

The Duty Silver Commander will identify a Bronze Commander who will attend the scene. Having fully accessed the situation the Silver Commander will be responsible for co-ordinating the appropriate course of action. This may include; -

- Call out of EOD (Bomb Disposal) as per standing arrangements.
- Full evacuation of the site.
- Partial evacuation of the site.
- Arranging for an appropriate cordon.

Decision to Evacuate

If the decision is made by the Silver Commander to activate a full or partial evacuation of the site the Bronze Commander will if necessary, identify an officer or member of staff who will take responsibility for the evacuation of an area. This would be particularly relevant in the larger

premises during office hours. If available, Fire Wardens can assist in this. However not all Police premises have Fire Wardens.

Staff and officers in the area to be evacuated will be advised that this procedure has been activated and told that they are to instruct everyone in that zone to evacuate the building by a nominated exit and proceed to a designated Assembly Point. The Assembly Point will be identified by the Bronze Commander having consideration to Bomb Threat Assessment. Selected staff are to make a rapid, methodical search to ensure that no persons remain in storerooms, toilets etc. and to open windows and doors wherever possible.

Important the audible fire alarm system will not be used as part of the evacuation procedure.

Staff Action on being instructed to Evacuate

Unless notified of specific duties to perform in connection with the emergency, staff must leave the building by the nominated route and exit and proceed to the designated Assembly Point. Any member of staff who, at the time of the emergency, has any visitors with them or carrying out work within the building shall ensure that those persons are directed out of the building to the Assembly Point. Individuals who are trained in dealing with disabled members of staff are to ensure they are escorted to the designated area. In situations where this is not possible staffs are asked to offer assistance to those members of staff who may require it.

Assembly Points

All staff will assemble at the designated Assembly Point. The first Senior Officer on duty to reach the Assembly Point will be responsible for the initial co-ordination. Supervisory staff and designated Fire Wardens should assist in the roll call by confirming, or otherwise, that their departments or areas of responsibility have been safely evacuated.

Telephone Bomb Warnings

In the event of a telephone warning of a bomb being present in or adjacent to the premises, the recipient of the call must immediately **ring 999 / 112** giving as much information as possible about the caller and the text of the message given.

The Silver Commander will ensure that: -

- the Bomb Threat Assessment and Response is carried out
- a Bronze Commander Identified

Decision to Carry Out a Search

The Silver Commander having assessed all the relevant intelligence and current threat level may make the decision **NOT** to evacuate the building but as a precautionary measure have a search carried out of the building.

The Silver Commander will ensure that Officers are instructed to co-ordinate a systematic search of all offices, toilets, kitchens, and corridors within that zone (If available).

Staffs carrying out the search are to be briefed to report back to the Bronze Commander when the search of their area of responsibility has been completed or on the discovery of a suspect package or item.

Responsibilities

Operational Officers/Police Staff

It is the responsibility of all staff who work at the Police premises to ensure they are aware of this procedure and comply with instructions given should there be a need for it to be activated.

Force Health and Safety Advisor

Responsible for ensuring that there are a sufficient number of trained Fire Wardens to cover all identified zones within the site.

Force Duty Silver Commander

Responsible for activating the plan and taking command of the incident until it has been resolved.

Heads of Departments

Ensure all members of NYP and other users for whom they have management or oversight responsibility, are aware of and comply with this procedure.

Command Team

Overall responsibility for the Health and Safety of all staff and visitors whilst working on or visiting the HQ site.