



Thank you for downloading our

BOMB THREAT SOP

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INTRODUCTION

Working with our community we've put together some SOPs for you to use, free of charge.

The SOPs are designed to be read by the individual on the ground and follow the format used by our decision support system, a decision tree that asks one question and provides one or more answers and instructions.

BOMB THREAT SOP

Page 1

QUESTION: How was bomb Threat Received?

ANSWER: Telephone or postal bomb threat (go to page 2)

ANSWER: Suspicious letter or package in the mail (go to page 5)

Page 2

QUESTION: Is the phone call in progress?

ANSWER: No (go to page 3)

ANSWER: Yes (go to page 4)

Page 3: ADVICE

ADVICE: Proceed to complete Bomb Threat Form – Call Not in Progress (go to page 16)

Page 4: ADVICE

ADVICE: Proceed to complete Bomb Threat Form – Call in Progress (go to page 15)

Page 5: ADVICE

Suspicious letter or package in mail:

WARNING: DO NOT

- Drop, shake or throw it away.
- Attempt to open the package.
- Bend or flex the package in an attempt to ascertain the contents.
- Immerse the package in sand or water.
- Place it under a sandbag or other heavy object.
- Place the package in any container other than the one specifically designed for this purpose.
- Handle the package any more than is absolutely necessary.

CONT....

Page 6: ADVICE

Consider:

- **Balance/Weight:** Is the packet evenly balanced? Lopsided packages should be treated with suspicion. Packages that are disproportionately heavy for their size could contain an improvised explosive device, IED.
- **Dimensions:** A letter bomb is unlikely to be less than 3mm thick, or weigh less than 43 grams.
- **Holes or Stains:** Packages with grease stains or pin holes in the wrapping should be treated as suspect.
- **Markings:** Restrictive endorsements such as Personal or Confidential may indicate a suspicious item.

CONT....

Page 7: ADVICE

- Noise: Ticking or hissing sound may indicate presence of explosive device.
- Packaging/Postage: Has an excessive amount of wrapping or sealing material been used or has an excessive amount of postage been paid? To avoid any possibility of delay or enquiry due to underpayment.
- Smell: Some explosive materials smell of marzipan or almonds.
- The Flap: Is the wrapping completely stuck down? The absence of small gaps at the end of the flap might indicate a suspect item.
- Type of Envelope: Experience has shown that postal bombs are usually found in "Jiffy" bags or similar types of envelope.

CONT...

Page 8

QUESTION: After assessment select one of the following:

ANSWER: The item is a powdery, residue or liquid can be seen on outside of item or leaking from it (go to page 9)

ANSWER: The item could contain a book or video cassette, treat as a Postal Bomb or IED (go to page 12)

Page 9: ADVICE

A powdery, residue or liquid can be seen on the outside of the item or leaking from it:

Initially

1. Set it down carefully on the nearest flat surface, the floor will do. **DO NOT** try to cover it or put it in a bag.
2. Warn everyone in the immediate area that you have found a powder package.
3. Tell everyone in the immediate area, at least 20 metre radius, to move away, but remain together.
4. If you've touched the package, wash your hands and face as soon as you can.
5. Be careful not to mix with colleagues outside the 20 metre zone to avoid risk of cross-contamination.

CONT....

Page 10: ADVICE

Then Contact Supervisor / Line Report:

1. Isolate the 20 metre zone.
2. Contain those people from the 20 metre zone in an appropriate location.
Evacuation will be carried out under strict police and medical supervision.
3. Record the names of those contained.
4. Ensure the welfare of contained employees.
5. Wait for the police to arrive and follow their advice.

CONT....

Page 11: ADVICE

Upon Supervisors authority:

1. Switch off any fans in the area, including those on machines.
2. Shut down the air conditioning, heat detectors, particularly in staff restaurants, may activate.
3. Shut down machines in the 20 metre zone if necessary.
4. Close windows and doors.
5. Call the police, explaining they have a powder incident.

END

Page 12

QUESTION: Where is the item?

ANSWER: Inside (go to page 13)

ANSWER: Outside (go to page 14)

Page 13: ADVICE

ADVICE: Follow evacuation procedure

END

Page 14: ADVICE

ADVICE: Stay in the building, move away from windows, contact emergency services.

END

Bomb Threat Form – Phone Call in Progress. Complete each section in sequence

Have you contacted the police?	What is their name?
Time call completed (keep telephone line open even if caller disengaged)	Why have they sent the bomb?
What is the telephone number?	Did they place the bomb?
What is their address?	What will cause it to explode?
What kind of bomb is it?	When is it going to explode?
What does it look like?	Where is the bomb right now?

Go to page 16 after call no longer in progress

Page 16

Bomb Threat Form – Call Not in Progress

Date & Time	If voice sounds familiar, who did it sound like?
Site & Location	If an accent, what accent?
Time Police contacted	Caller's Voice (see page 20)
Background sounds (see page 19)	What was caller's language like? (see page 21)
Nationality (Male/Female)	Time and date of call

CONT ...

Page 17

Bomb Threat Form – Call Not in Progress

Number on which call was received	Additional Comments
Length of call (in minutes)	

Go to page 18 – What Was Said

Bomb Threat Form – What Was Said

What was the caller's address?	Where is the bomb right now?
What was the caller's telephone number?	What will cause the device to explode?
Time call completed	What kind of bomb is it?
Number call was received on	What does it look like?
What was the caller's name?	When is it going to explode?

Page 19

Background sounds

- Street noises?
- House noises?
- Animal noises?
- Crockery?
- Motor?
- Clear?
- Voice?
- Static?
- Booth?
- Music?
- Factory machinery?
- Office machinery?
- PA system?
- Other? (specify)

Page 20

Caller's Voice

- Well spoken?
- Irrational?
- Taped message?
- Offensive?
- Incoherent?
- Message read by threat-maker?

Page 21

What was the caller's language like?

- Calm?
- Crying?
- Clearing throat?
- Angry?
- Nasal?
- Slurred?
- Excited?
- Stutter?
- Disguised?
- Rapid?
- Deep?
- Hoarse?
- Laughter?
- Slow?
- Lisp?

ABOUT SIRV

Systematic Intelligent Risk Valuation (SIRV), is a software platform used by some of the biggest brands in the world to improve the quality of reporting and decision making.

Find out more at getsirv.com

Got any feedback? We'd love to hear your thoughts, please email info@sirv.co.uk

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