



CCM P14-C1

Fire & Emergency Plans – Procedures for Bomb Alerts

Document Ref:	QA-0000-HS-P-P14C1	Revision:	A	16-Oct-16	
Document Temp:					
Issue Date:	1 November 2015				
Status:	Issued				

1. Purpose & Scope

This procedure defines responsibilities and details the actions to be taken if a threat is received by telephone that an explosive or incendiary device has been placed on some part of the office or construction site.

It should be noted that good housekeeping, both internally and externally, reduces the opportunity for explosive or incendiary devices to remain undetected. All site (and office) supervisors are responsible for checking the work area is clear and safe at both the beginning and end of shifts and any suspicious objects should be reported to a CENVE manager or supervisor for investigation.

2. Responsibilities of the Incident Controller

- a. On sites, the Construction Manager or his deputy will assume overall control of the emergency as Incident Controller (IC). In offices, Office Managers fulfil this role.
- b. The IC will ensure any senior managers or fellow tenants are fully informed and will liaise with the controller of the premises on any question of evacuation or return.
- c. The IC will ensure all employees, tenants, sub-contractors and visitors are made aware of the situation.
- d. The IC will contact the emergency services and maintain contact.
- e. The IC may nominate Incident Wardens to cover specified areas.

3. Procedure on Receipt of a Bomb Threat

- a. The person receiving the call will follow the bomb alert procedure and carry out the actions included in the appended forms 'Bomb Threat Checklist' for dealing with telephone warnings and recording details of the caller.
- b. The Incident Controller (IC) will initiate the search procedure BUT will remain at his desk to undertake the actions listed above under 'Responsibilities'.
- c. The object of the search is to establish if any suspicious parcel, package or object has been left on or near the site or establishment.
- d. If a suspicious object is found the following precautions must be taken:
 - i. All VHF transmitting radios, mobile telephones and personal radios must be switched off.
 - ii. Suspect items **MUST NOT BE HANDLED OR MOVED**
 - iii. Suspect items **MUST NOT BE PLACED IN WATER**, as an electrical connection may be made
 - iv. Few materials are capable of minimising blast. **NONE SHOULD BE TRIED**
 - v. Leave all these matters to the experts.
- e. If a suspect object is found, its position must be immediately reported to the IC and a suitable marker posted to enable rapid identification by the Emergency Services.
- f. The IC will take immediate steps to evacuate the area in an orderly manner and instruct security to stop all further access.

- g. The IC will inform the police that a suspicious object has been found and, if appropriate, that evacuation has commenced.

4. Evacuation Rules

- a. Only the CENVE IC or his deputy has the authority to order a general evacuation of all or any part of the site or a return to site following an evacuation.
- b. If the location of the suspect object is known, safe evacuation routes will be determined by CENVE personnel and clearly indicated wherever practicable.
- c. All persons evacuated will make their way in an orderly manner to their designated assembly point where a roll call will be taken by an Incident Warden
- d. Before leaving their place of work all persons should ensure that:
 - i. all non-essential equipment is turned off and/or disconnected
 - ii. all personal belongings are collected and taken away
- e. Incident Wardens will report their area roll calls to the Incident Controller

5. Incident Wardens Duties

- a. Incident Wardens will be informed of an incident by telephone, radio or runner.
- b. The message will indicate, if known, the part of the site or building affected.
- c. They will ensure that all VHF transmitting radios, mobile phones and hand held radios are switched off.
- d. On completion of the inspection of their area, they will report their results to the Incident Controller.
- e. In the event of an evacuation they will inform all persons in their area where to assemble and which route to take.
- f. When evacuation is complete, report to the Incident Controller.
- g. When the assembly point roll call is completed, report to the Incident Controller

6. Bomb Threats Received by Telephone

- a. Calls may be received either through the main switchboard or direct line to an individual. On receipt of such a call the person receiving it will:
 - i. complete the Bomb Threat Check List
 - ii. let the caller finish his/her message without interruption
 - iii. record the message verbatim on the check list
- b. The person receiving the call should try to get another person to listen to the call
- c. If the caller is prepared to enter into conversation, encourage them to do so and try to get answers to the following:



- i. the location of the object
- ii. the time it is set to go off
- iii. the reason for placing the object
- iv. when and how it was placed
- d. Immediately pass the check list to the Incident Controller
- e. Complete the 'Details of Caller' Form as soon as possible
- f. The person receiving the call should expect to remain available for Police interview and must not leave site without permission of the Incident Controller.

.....end of P14-C1