

CITY AND COUNTY OF CARDIFF

CODE OF GUIDANCE

BOMBS AND BOMB THREATS

This Code of Guidance advises on dealing with Bombs and Bomb Threats and addresses the following:

- 1.0 Types of bombs and suggested measures to reduce risks of bombs being placed in/around premises.
- 2.0 Dealing with what may be a bomb
- 3.0 Action to be taken on receipt of a bomb threat

Notices may be displayed in reception areas, post rooms, the switchboard room and other appropriate places giving details of what to do in the event of a bomb threat being made by telephone and how to deal with suspect packages. Questionnaires should be kept in reception areas and switchboard rooms which should be completed after a telephone call warning of a bomb.

1.0 Types of bombs

Bombs are usually disguised to look like everyday objects. It might not always be possible to recognise a bomb device from its outward appearance. Any suspicious object, which is out of place and cannot be accounted for, might contain a bomb.

There are four kinds of bombs which are commonly used by terrorists

- ◇ the high explosive bomb
- ◇ the vehicle bomb
- ◇ the incendiary bomb
- ◇ the postal bomb

The high explosive bomb

High explosive bombs can kill or injure people by their blast or by causing flying debris, particularly glass. Bombs can be hidden in bags or holdalls.

To protect against high explosive bombs:

- ◇ ensure people cannot place them in the premises
- ◇ ensure good housekeeping so bombs cannot be easily hidden
- ◇ be alert to the possibility of a bomb

Vehicle bombs

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Any vehicle is capable of carrying a large bomb or incendiary device. As it may not be possible to recognise a vehicle bomb for what it is, defensive measures are particularly important. The following points should be observed whenever the level of threat, or potential threat, justifies a general increase in security measures.

- ◇ control access to car parks
- ◇ carry out a quick search of all vehicles entering the premises, before parking
- ◇ check underneath the chassis and wheel arches using a long handled mirror.
- ◇ be aware of vehicles which are left abandoned or parked for unusually long periods.

Incendiary devices

Incendiary devices are particularly difficult to detect as they are usually small enough to be concealed in a cigarette packet or audio cassette case. Devices are usually un-detectable to metal or X-ray detectors. These devices are usually designed to ignite at a pre-determined time often at night and when fires are least likely to be detected.

To protect against incendiary bombs:-

- ◇ look out for people who are acting suspiciously
- ◇ check the premises regularly, especially at the end of the day.

Postal bombs

Letters and parcel bombs are envelopes and packages, e.g. "jiffy bags", designed to explode or ignite when opened or before opening. These devices can be posted, delivered by hand or by courier. The following signs can indicate a letter or package that might contain a bomb:-

- grease marks on the packages
- an unusual odour such as marzipan or machine oil
- visible wiring or tin foil
- a package which is too heavy for its size
- the weight distribution may be uneven
- the contents may be rigid in a flexible envelope
- the package may have been delivered by hand, or posted from an unusual source
- the package may have excessive wrapping
- there may be poor handwriting, spelling or be wrongly addressed
- there may be too many stamps for the weight of the package.

To protect against postal bombs:-

- ◇ be aware of the warning signs

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- ◇ display a warning notice which point out the warning signs, in a prominent point in areas concerned with packages/postal opening
- ◇ where possible encourage correspondents to record the sender's details on the outside of the package.
- ◇ establish whether any person is a potential receiver of a postal bomb
- ◇ large parcels may contain high explosives. Act with suspicion and caution
- ◇ consider the installation of detection equipment and purchase of "safebins" in areas dealing with the handling of postal or packages, in volume or from external sources.

2.0 Dealing with what maybe a bomb

If you are suspicious of an object or vehicle, follow these instructions:

- ◇ DO NOT TOUCH OR MOVE IT
- ◇ evacuate the area
- ◇ raise the alarm
- ◇ all personnel must go to a pre-arranged bomb evacuation assembly point taking personal possessions with them where possible
- ◇ a roll call must be conducted to ensure all personnel have vacated the building or are otherwise accounted for
- ◇ contact the Police immediately
- ◇ warn adjacent properties of the danger
- ◇ on no account place any package into anything or cover it
- ◇ no one is to return to the building until told it is safe to do so
- ◇ advice should be sought regarding further action from the Police.

NB: The assembly point should be at least 300 metres away from the suspicious object and out of sight of it. If the object is a vehicle or anything bigger than a suitcase, the point should be at least 400 metre away from it.

3.0 Action to be taken on receipt of a bomb threat

Occasionally a telephone warning will be given of a bomb explosion. Although this may be a real or hoax call employees must notify their manager or another appropriate person.

Switchboard operators most frequently have to deal with telephone bomb warnings but any person may receive a threat. Anyone receiving such a threat should try to find as much information as possible from the caller but **no one should be put at risk by trying to obtain the information if a short detonation time has been advised by the caller.**

Try to obtain a response to the following questions:-

- ◇ where is the bomb?
- ◇ what time will it go off?
- ◇ what does it look like?

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- ◇ what kind of bomb is it?
- ◇ why are you doing it?

In order to help the Police try to assess the following:-

- ◇ the caller - is it a man, woman or child?
- ◇ the speech - is it intoxicated, rambling or irrational?
Has it a distinctive accent or a speech impediment?
- ◇ distractions - Private phone or call box? Is there background noise such as traffic, trains, planes or possibly conversation or music indicating a public house or other place of entertainment.

If at all possible try and signal to a colleague to listen on another exchange line. Another person listening may help remember important facts.

Do not put the telephone down once the caller has hung up - keep the line open. If an automatic number device is available for the line, record the number shown. If there is time, fill in a questionnaire (Appendix A) after receiving a telephone warning of a bomb.

APPENDIX "A"

QUESTIONNAIRE TO BE COMPLETED AFTER TELEPHONE WARNING OF A BOMB

This part should be completed once the caller has hung up and the Police/Superior or building security officer have been informed of the threat (and there is no risk to the individual)

Time and date of the call: Time Date

Length of the call:

The number at which the call was received and any extension:

The sex of the caller: Male Female

Nationality:

Approximate age?

The language used in the threat - was it:

Well Spoken Irrational Taped
Foul Incoherent Message read by threat maker

The caller's voice - was it?

Calm Crying Nervous
Angry Nasal Slurred
Excited Stutter Disguised
Slow Lisp Accent*
Rapid Deep Familiar**
Laughter Hoarse * What accent?

** If the voice sounded familiar, who did it sound like?

Background sounds

Clear Street/House noise Animal Noises
Crockery Motor Voices
Static Booth PA System
Music Factory Machinery Office machinery

Other (please specify):

Signature: _____ Print Name: _____ Date: _____