



Markets Manual Key Information sheet: 1

nabma
the voice of markets

BOMB THREATS / SUSPICIOUS PACKAGES / CONTROLLED EVACUATION

Telephone Threats

- Obtain as much detailed information as possible from the caller using the 'Bomb Threat Checklist' form.
- Attempt to keep the caller talking as long as possible to enable the origin of the call to be traced.
- Immediately following the telephone call, inform the Senior Officer on site, so that the appropriate action can be taken, i.e. to evacuate or search.

Note: - The decision to evacuate or search must be made by the Senior Officer on site, based on the type of call and the information given by the caller. The call may come through a second party, e.g. the police or press and, if a specific time is stated for a bomb to detonate, the obvious decision would be to evacuate.

Letter Bombs

- Experience in dealing with letter bombs indicates that in many cases they are: -
- Placed in substantial envelopes or parcels containing paperback books
- In the form of flat letters weighing up to 102g
- In packages the size of a conventional book

Delivered through normal postal services

The degree of caution to be observed in handling such items can be determined by the cumulative effect of the points giving rise to suspicion which including the following: -

- The postmark, if foreign and not familiar

- The writing, which may have an unusual appearance, lack literacy, or is crudely printed.
- The name and address of the sender, if the geographical area differs from the area of the postmark
- Personal' or 'private' letters addressed to senior management under the job title rather than by name.
- Weight, if excessive for the size and apparent contents
- Weight distribution, if uneven, this may indicate the presence of batteries
- Grease marks on the exterior of the wrapping (i.e. showing through from the inside), may indicate 'sweaty' explosive
- Smell, some explosives have a smell of marzipan or almonds
- Abnormal fastening, if the sealing is excessive for the type of package, this may be a form of booby trap

Damaged envelopes or packaging that exposes wires, batteries or fluid-filled plastic sachets should not be handled further.

Packages that rattle, feel springy or emit a ticking noise should be treated with extreme caution.

If suspicions cannot be alleviated: -

Do not:

- Attempt to open the letter/package or tamper with it. It will probably have been designed to withstand postal handling and to detonate during a normal sequence of opening
- With minimum further handling, isolate it to reduce possible blast damage, place on table and clear all items from around it
- Seal off the area to keep people away

Evacuate or Search

This decision must be made by the Senior Site Officer, based on the type of call and information given by the caller. The call may come via a second party, e.g. the police or the press and if a specific time is stated for a bomb to detonate, the obvious decision would be to evacuate.

Bomb Search

If the decision is taken to search the premises as opposed to either a full or partial evacuation, the advice of the Police should be sought.

The following points must be considered when undertaking the search: -

- Do not use portable radios or mobile phones as they can detonate explosive devices
- Divide the site into pre-determined sections with a thorough search plan for each section.

- As a bomb would most likely be concealed in a compartment, suitcase, briefcase, box or packaging, be suspicious of any items that are unattended or out of place.
- Seal off all areas that have been searched to avoid repetition of the search if possible.

If there is any reason to believe that a bomb or incendiary device has been found, the following precautionary measures should be carefully observed: -

DO NOT: -

- Attempt to open a suspected package, leave it in its original position
- Place a package believed to contain a bomb or incendiary device in water, water is a conductor of electricity and may cause detonation
- Cut, remove or undo string or wire on a suspected package as this may release the trigger mechanism and cause the detonation.
- Lift the cover of a box believed to contain a bomb or incendiary device

DO:

- Contact the Emergency Services (Do not use portable radios or mobile phones as they can detonate explosive devices).
- Cordon off the area to prevent entry by unauthorised persons whilst awaiting Police assistance
- Remain calm; keep voices as low as possible. Move in a positive style but do not run.
- Do not openly speculate within hearing distance of any employee, trader or member of the public. All actions should reflect a 'business as usual' attitude so as not to cause panic.

Bomb Evacuation

When the decision to evacuate the premises has been taken, the object is to get people out quickly without panic or disorder, following the same evacuation protocol as for a fire evacuation.

- The emergency services should be immediately contacted.
- The fire alarm system is the most efficient method of initiating an evacuation or a clear PA announcement informing traders and the public that they should vacate the premises.
- Traders should be instructed to leave immediately and not make any effort to clear stock from their stalls.
- Market staff should report to the Fire Services and/or police when they arrive, to pass on information regarding the evacuation and suspect devices.
- Market staff to assist emergency services to cordon off the surrounding market area and to control pedestrian flow if required.
- The most senior site officer will account for staff members. Any missing staff, or other problems, should be reported to the Fire Services.

- Traders and shoppers should only be allowed to return to the market following clearance from the police.

Bomb Threat Checklist

This checklist is designed to help staff deal with a telephoned bomb threat effectively and to record the necessary information. Give this form to your line manager or the Emergency Services.

Actions to be taken on receipt of a bomb threat:

Switch on any recording equipment/voicemail (if available)

Record the exact wording of the threat:

Ask the following questions:

- Where is the bomb right now?
- When is it going to explode?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your name?
- What is your address?
- What is your phone number?

Record the time the call was completed

- Contact the Emergency Services on 999 (Do not use portable radios or mobile phones as they can detonate explosive devices)

Note: - The decision to evacuate or search must be made by the Senior Officer on site, based on the type of call and the information given by the caller.

The following should be completed **after** the caller has hung up and the police have been informed

- Time and date of call
- Length of call
- Number at which the call was received
- Sex of caller
- Age of caller
- Nationality of caller

- Language

Well-spoken

Irrational

Taped Message

Offensive

Incoherent

Message read by threat maker

- Callers Voice

Calm

Crying

Angry

Nasal

Slurred

Stutter

Excited

Slow

Disguised

Lisp

Accent

Type _____

Rapid

Deep

FamiliarWho? _____

- Background Noises

Street noise

House noise

Animals

Voices

Static

Music

Machinery

Aircraft

Other (specify) _____

Any other remarks?

Signed:

Dated: