

# **Bomb-Alert Emergency Plan.**

## **Supplement to the Fire Emergency Plan.**

### **Introduction:**

The threat of an **Explosive Device** is one for which the College Outside properties needs to be prepared. If an explosive device detonates on the premises without any warning then the incident will be treated in the same way as a Fire. Once a routine evacuation has taken place the escapees are assembled on the opposite side of the road to the incident in a place of safety, the College will follow the advice of the Fire Officer in charge.

The **Threat** of an explosive device may originate from either an internal or external source. Discovery of a suspicious package/bomb or receipt of a telephone warning will provide the opportunity to evacuate the premises prior to detonation.

### **Action to be taken if you discover a bomb.**

If you have your suspicions about an object follow the following procedure:

1. Do **Not** touch it.
2. Inform the **Hostels Supervisor or Warden**, depending on who is on duty.
3. The Hostels Supervisor or Warden will immediately inform; the Home Bursar/the Rector/ Sub-Rector/the Junior Dean in that order.
4. The **Hostels Supervisor** will assume the role of **Incident Controller**. In his absence, the Fire Warden will take control.
5. Outside normal working hours, when the Hostels Supervisor is not on the premises, the first person to be notified will be the **Fire Warden** who will assume the role of **Incident Controller** until relieved by the Bursar.
6. The **Incident Controller** will assess the extent of the threat. If s/he considers the suspicion to be justified s/he will **Contact the Police**.
7. After consultation with the Police **the Incident Controller** will make the decision to evacuate the premises or not, based on the advice given.

Access is only gained to the premises by use of a college issued card.  
The most likely threat would be arrival of post.

## **Action to be taken if a threat is received by telephone.**

It is possible that a bomb threat may be received by telephone or E-mail. In a case where a telephone call is received during the day (most likely) by the Hostels Supervisor, the recipient of the call should keep the caller talking for as long as possible whilst getting a colleague or most appropriate person to hand to **Contact the Police** on another telephone. The following check list should then be followed:

1. Ask **Where** the package/bomb has been placed, and
2. Ask **When** it is timed to explode.
3. To check for the authenticity of the threat, as the call may be a **Hoax**, ask **Who** is making the call and whether the caller is offering an identification **Password or Code**.
4. **Listen** for accents.
5. Listen for background noise to the conversation.
6. Immediately inform the **Bursar** or if not available the Rector/the Sub-Rector/the Junior Dean.
7. Any of the above **College Officers** will assume the roll of **Incident Controller** and will make the decision to **Evacuate** or not based on the advice available.

If a specific location was notified in the bomb warning, it may be possible to check whether or not a device is present before causing disruption by ordering an evacuation. This point should be considered during consultation with the Police.

## **If the telephone threat is made at Night.**

It is equally possible that a bomb threat may be received at night. It is also equally possible (day or night) that the call may come from the Police themselves; acting on information they have received. The situation at night is a little different because only the Fire Warden will be on site with no second person around to give assistance. The essential difference is **Time** and the procedure is as follows:

1. Ask the caller the same list of questions as listed above.
2. Immediately call **Exeter College Lodge** and inform of the facts as you know them or if not available contact the **Bursar**.
3. Any of the above **College Officers** will assume the roll of **Incident Controller**, will telephone the Police and will make the decision to **Evacuate the College Premises** or not based on the advice given.
4. Whoever has taken the call and followed the above procedure, ask the **Incident Controller** what to do next, and follow those orders exactly.

## **Evacuation of the Premises.**

### **Action to be taken in the event that is no longer safe to stay on the Premises.**

There are a number of scenarios which may require a full scale evacuation of the premises and the decision to evacuate will always be taken by a College Officer or Fire Officer who will be acting as the **Incident Controller** at the time.

The College has premises on either side of the road opposite each other. In the event of any evacuation the evacuees should assemble on the opposite side of the road to the incident and wait for a roll-call to be taken by the **Incident Controller**.

**Stapeldon Houses** have a primary exit at the front of the site leading onto the Iffley Road and a secondary exits leading into the back garden of the properties, where a side exit is provided to the main front if needed.

**Exeter House** has a primary exit at the front of the site leading onto the Iffley Road and a secondary exit on the left hand side of the site leading onto Magdalen Road.