

Bomb-Alert Emergency Plan.

Supplement to the Fire Emergency Plan.

Introduction:

The threat of an **Explosive Device** is one for which the College needs to be prepared. If an explosive device detonates on College premises without any warning then the incident will be treated in the same way as a Fire. Once a routine evacuation has taken place as with the Fire Emergency plan and the escapees are assembled in the Chapel or other 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 College 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 Lodge Porter.
3. The Lodge Porter will immediately inform; the Home Bursar/the Rector/ Sub-Rector/the Junior Dean in that order.
4. The Home Bursar will assume the role of **Incident Controller**. In his absence, the most senior College Officer present will take control.
5. Outside normal working hours, when the Home Bursar is not on the premises (the Lodge Porter will know this), the first person to be notified will be the **Junior Dean** who will assume the role of Incident Controller until relieved by the Home 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 College Premises** or not, based on the advice given.

Having said that the Lodge would be the easiest and most likely place for a package/bomb to be placed, the College does allow members of the public to freely enter the College grounds for many reasons. The explosive device could be placed anywhere.

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 duty Lodge Porter, 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 **Home 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 disrupting College life 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 the Lodge Porter will be alone 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 the **Home Bursar** and inform him of the facts as you know them or if not available call the **Junior Dean/Senior Fellow in residence**.
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 College Premises.

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

There are a number of scenarios which may require a full scale evacuation of the College 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.

1. In a case where a fire had broken-out in the Chapel (the assembly point), and the Fire Alarm was sounded, escapees would be assembled on the grass of the front quad and moved into the Hall for roll-call if instructed to do so by the Incident Controller.
2. In a case where a fire had broken-out or an explosive device had been discovered, the Fire Alarm had been sounded, the escapees were assembled in the Chapel and it was no longer safe for them to remain there due to the seriousness of the situation. At this point the escapees would be lead from the Chapel to one (or both) exits, **The Turl Street (Lodge) Gate** or **The Broad Street Gate**.
3. In a case where an explosive device had been discovered in a building facing the front quad and the Fire Alarm had been sounded. As escapees emerged from their staircases they would be directed to the **Broad Street Gate** by Marshals posted at the Chapel and Palmers Tower (as appropriate to the situation).
4. In a case where an explosive device had been discovered in a building facing the back quad and the Fire Alarm had been sounded. As escapees emerged from their staircases they would be directed to the **Turl Street (Lodge) Gate** by Marshals posted at the Broad Street Gate and Palmers Tower.
5. Any variation on the above scenarios can be used by an **Incident Controller** to evacuate the College buildings in the safest manor possible. Once out of the College Gates the evacuees would be lead to a **Place of Safety** where the roll call could be carried out and the people could stay together.

There are three Colleges who would shelter the evacuees in an emergency situation:

- **Jesus College** in the Turl when the evacuation is via the Turl Street (Lodge) Gate.
- **Lincoln College** in the Turl as an alternative to Jesus if Turl Street needed to cleared quickly for emergency reasons.
- **Trinity College** in Broad Street when the evacuation is via the Broad Street Gate.

Marshals; would be appointed to assist in personnel movement by the **Incident Controller** and would be drawn from Emergency Service personnel e.g. Firemen, Policemen or Bomb Squad troops. College employees would be used as a second choice and some Graduate or Undergraduate help is a possibility.

Muster Sheets; are held in the College Lodge.