DEVICES

**Improvised Explosive Devices (IED)**
Terrorists usually use improvised explosive devices (IED), disguised to look like every day objects, so it is important to recognise any suspicious object that could be a bomb.

   - Be suspicious of objects that are out of place or unaccounted for;
   - Treat any suspect package with extreme caution and alert the Emergency Co-ordinator, Police and Security Control Centre.

**High Explosive Devices (HED)**
A High Explosive Device typically consists of the following components:

- **Explosive**
  Commercial explosive is a dense putty-like material that may be in blocks, lumps or sticks, and often has a distinct almond or marzipan smell. Home Made Explosive (HME) will usually be in the form of powder or granules and can be made from commercially available substances like fuel oil, sugar or garden fertilisers.

- **Detonator**
  Usually a small copper or silver tube with coloured wires attached, capable of sending an electric shock to detonate the explosive. In HME, the detonator can be any number of improvised devices.

- **Timer**
  Either a mechanical clockwork timer or electronic timer mounted on a printed circuit board. The timer acts as a switch to close the firing circuit at a predetermined time.

- **Power Source**
  Usually a battery powering both timer and detonator.

- **Wiring**
  Wires of various colours linking the various components.

- **Container**
  Used to transport and disguise the components, the container can take any form.

**Incendiary Device**
An incendiary device is designed to burn fiercely, emitting intense heat and flame. It is often small enough to fit into an audio cassette case or video tape case. They are very lightweight and often difficult to detect by metal or x-ray detector.

**Postal Bomb**
Postal bombs can take almost any shape or size and can be contained in parcels, envelopes or padded ‘Jiffy’ bags. Designed to explode or ignite when opened, telltale signs can alert you to its dangers.

**Vehicle Bomb**
Terrorist groups often use parked vehicles in urban areas to contain bombs. Any vehicle is capable of carrying a large amount of commercial or homemade explosive without any telltale signs. The damage caused is usually far greater than a hand placed device.

**Person Borne IEDs**
The threat of person borne bombs has become more prominent. There are broadly speaking two main categories, either some type of vehicle is used and turned into a bomb or explosives are concealed on the person and detonated wherever they think it will cause most danger, or have the biggest psychological effect. Although suicide bombings can happen without notice, good protective procedures can greatly reduce the risks to either you or your company.

**Physical Security Measures (Buildings)**
Simple daily precautions can protect against an Improvised Explosive Device (IED). These include:
- Remaining vigilant;
- Ensuring good access control;
- Keeping public areas clutter free;
- Keeping all interview rooms and offices leading off public areas locked when not in use;
- Keeping waste awaiting collection in bags. Reducing collection times to a minimum;
- Keeping all plant rooms, access to air shafts and cupboards containing meters and maintenance equipment locked when not in use;
- Checking identity of all visitors and contractors, including the Police;
- Ensuring visitors and contractors are escorted when in non-public areas;
- Always challenging strangers;
- Checking unexpected envelopes or packages with the addressee;
- Fully briefing staff on postal bombs and bomb threat procedures;
- Check all external mail through an x-ray machine (if possible).

Stop and Search
Periodically, and particularly at a time when the threat is high, those responsible for building security should search hand baggage and luggage brought into the premises. Security staff have the right to refuse entry to any person who will not permit a search of their hand baggage. Body searches are not permitted. The Emergency Co-ordinator's role is primarily to implement and manage a response to an emergency situation. This is likely to involve both internal and external threats and the prime concern must be the protection of human life.

Co-ordinator’s Responsibilities
- Maintaining an awareness of the threat to the particular building/business;
- Devising and maintaining a building search strategy, also if the building is multiple occupancy, the Emergency Co-ordinator will have the responsibility for the co-ordination of the search and the re-occupation of the building across various areas;
- Devising and maintaining an evacuation plan (including internal safer areas if applicable). The Emergency Co-ordinator should consider making reciprocal safe arrangements with other businesses or buildings in the area;
- Making the decision to evacuate the premises or move to internal safer areas if applicable;
- Making the decision to re-occupy;
- Liaison with the Police;
- The selection of staff for Floor Marshals and Search Teams;
- The training of all staff in bomb threat procedures;
- The arranging of training and rehearsals;
- The regular amending and updating of all documentation.

Notification of the threat
Notification of a bomb/attack can come from a number of sources:
- Police - who receive information of an explosive device planted in the vicinity;
- Member of the public - who informs staff of a suspicious vehicle or item;
- Staff member - who has found a suspicious item or received a suspicious postal item;
- Telephone message - from an individual or switchboard (warnings are often sent to a third party, eg call centres, newspapers, etc).

Telephone Warnings
Terrorists and extremists frequently give telephone warnings, however, hoax callers often attempt to disrupt business and frighten staff with spurious bomb warnings.

In the event of a warning, the Emergency Co-ordinator or Deputy will determine the response. The exception is when a warning comes from the Police, then they will assume responsibility, while relying heavily upon staff for advice. Whether the threat is considered credible or not, you must:

- Telephone the Police, ‘999’;
- Telephone Group Security;
- Give as much information as possible;
- Consider carrying out a search;
- Consider whether to evacuate the premises.

**Obtaining Information**
Whoever takes the warning call should try to ask the following questions:

- Where is the bomb?
- What time will it go off;
- What does it look like;
- What kind of bomb is it;
- Why are you doing it.

KEEP THE LINE OPEN - this may assist the Police and Telephone Company to trace the call. If you do hang up, remember the ‘1471’ facility.

**MAKING THE DECISION ON EVACUATION**
The decision to evacuate must normally be taken by the Emergency Co-ordinator. The Police and Group Security will be available for advice. In certain circumstances, such as a warning from the Police of an external suspect device, the Police may order evacuation. If, however, the threat is against your specific building, invariably the decision will be made by the Emergency Co-ordinator.

There are four actions open to the Emergency Co-ordinator:

- Do nothing;
- Search and evacuate if a suspicious object is found or move staff to a safer internal or external area as appropriate, and as dictated by the situation.
- Evacuate all except Search Teams, then carry out search and evacuate fully if a suspicious object is found;
- Evacuate immediately without searching.

**Option 1 - Do Nothing**
This option should not be adopted unless the Emergency Co-ordinator is absolutely certain that the call is a malicious prank. If there is the slightest doubt, the Emergency Co-ordinator must turn to one of the other options. The Police and Group Security must be informed of the call.

**Option 2 - Search and Evacuate if necessary**
This is appropriate if the threat assessment is low. It means people will be in the building for a longer period if there is a bomb present, however, if a bomb is found they can then be evacuated or moved away from danger. The Police will generally assist but not search the building unless in special circumstances. Staff will have much more knowledge of the building than a Police Officer. If nothing is found, the Emergency Co-ordinator may then decide to declare the building as safe.

Where a specific threat of a timed explosion has been given, advice must be sought from the Police if following a search, nothing has been found.

**Search and Partial Evacuation**
When there is no reason to believe an explosion is imminent, or if the suspect device is small (eg a suspect letter or bomb), and parts of the building are some distance from the suspect device, the Emergency Co-ordinator
might consider evacuating part of the premises or retaining only essential staff and Search Teams on the premises. In general, evacuation of adjacent rooms and rooms above and below the suspect device will suffice, however, seek Police advice.

**Option 4 - Immediate Evacuation**

If a call is received which the Emergency Co-ordinator considers to indicate the existence of a high risk, there will be a case for evacuation as quickly as possible without conducting a search, especially where there is the possibility of an imminent explosion. In such cases, evacuation should take place to a pre-determined plan and to a rendezvous point a considerable distance (minimum 500 metres) from the building.

**Communications**

During a search and an evacuation, the Emergency Co-ordinator must consider the communication dimension. How will contact be maintained between the Security Control Centre, the Emergency Services and the building occupants? The use of a mobile phone or two way radio is an acceptable solution, however, the device should not be used within 15 metres of a suspect device or within line of sight. Conventional telephone (landline) is the preferred option. Good communication is essential.

**THE SEARCH**

**Search Teams**

Search Teams under the control of an Emergency Co-ordinator should search areas they are most familiar with. The numbers required will depend upon the size of the search task.

**Search Priorities**

Areas to which the public or a terrorist may have had easy access, should be searched first. If an internal or external evacuation is considered, the safe or muster areas should also be checked. The Search Team should be looking for unidentified objects that:
· Should not be there;
· Cannot be accounted for;
· Are out of place.

Remember - bombs can be easily disguised to look like every day objects.

If a suspicious object is found:
· Security and the Police must be informed immediately. Do not touch or move the object;
· If possible, leave a distinct marker near the suspect device;
· If possible, also mark a route to the device;
· Move people away from the object;
· Inform the Emergency Co-ordinator;
· The Emergency Co-ordinator should then organise a full or partial evacuation or a move to a safer area;
· If the device is a suspect letter bomb, a partial evacuation may be sufficient;
· If a suspicious vehicle or object is found in the vicinity or within your premises, or if you receive a telephone warning, it will be necessary to decide whether to evacuate the premises. The purpose of evacuation is to move people from an area where they may be at risk to a place of safety. This may be achieved by:
· A full evacuation;
· Internal movement to safety area;
· A partial evacuation (in the case of letter bombs or small devices).

**SEARCH PROCEDURES AND METHODS**
Procedures
Search Plans - It is vital to have search plans prepared in advance and staff trained in their implementation. The object of the plan is to ensure that the whole building/area is checked as quickly and efficiently as possible.

Search Sectors - Where practical, buildings should be divided into sections or areas. Priority should be given to the searching of public areas and those areas which may be used as safer areas or for evacuation routes. Public areas are particularly vulnerable and may include:
- Stairwells and staircases;
- Toilets and cloakrooms;
- Cupboards and plant rooms;
- Basement areas;
- Public access roof areas;
- External areas;
- Refuse bins and areas.

Search Teams - It is unlikely that Police Officers will search the building in the event of a bomb alert as they do not have the same in-depth knowledge as a member of staff. Search Teams should be formed from staff who are familiar with that particular area. The numbers required will depend upon the size of the search task. These staff should be trained and rehearsed in the role.

It is vital that they know that they are searching for an unidentified object that:
- Should not be there;
- Cannot be accounted for;
- Is out of place.

As soon as the search has been completed or a suspicious object has been found, the Emergency Co-ordinator should be informed. The Emergency Co-ordinator should keep in regular contact with the Police and Group Security. If nothing suspicious is found, the all clear should be given.

EVACUATION

Evacuation Plans
The Emergency Co-ordinator should have up to date plans and drawings of evacuation routes, especially when there are a number of exits and proposed evacuation routes. The plan is needed to:
- Evacuate the building or move staff into safer areas as quickly and efficiently as possible;
- Provide alternative routes for evacuation so that people can leave the building or move to safer areas without being placed in danger by passing close to the suspect device.

External Safe Areas
Evacuation plans should advise staff to move a specific distance from the affected area and to move in a specific direction. Two alternative muster points, at least 500 metres from the building, must be identified. Reciprocal safe arrangements with other companies or other buildings should be made.

Internal Safer Areas
These are assembly points within the building designed to afford staff the best protection should the external evacuation of the building be considered undesirable or impractical. The designation and identification of an area within a building, as an internal safe area, requires specialist advice to be sought before being designated as such. Assistance and guidance can be
sought from your Security Manager. If staff are required to occupy safe areas, they should be advised that they might be there for some time.

**Evacuation Routes**
The design and layout of many buildings/premises will determine to a certain degree, the evacuation route. Evacuation routes should ensure that staff are not exposed to danger by passing close to the suspect device.

**Briefing Staff**
All staff must be thoroughly briefed on bomb evacuation procedures. This can be done verbally or in the form of a written brief. A number of issues need to be addressed:
- Evacuation routes;
- Assembly points;
- Internal safer areas;
- Floor Marshals’ tasks and responsibilities;
- Staff with special needs;
- Subsequent communication.

**Securing the Premises**
Where possible, access/exit routes should be secured as soon as possible. After the building evacuation, keyholders should be available to re-open premises at the request of the Emergency Services.

**Re-entering the Premises**
When an evacuation has been completed, the Emergency Co-ordinator will, at some stage, have to decide when the building can be re-occupied. Where a suspicious object has been found or the Police order the evacuation, they will assume control until the object or building is declared safe. In any case, seek Police advice before re-entering.