

## APPENDIX D



# BOMB THREAT PROCEDURES

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*City of*  
**BRADFORD**  
METROPOLITAN DISTRICT COUNCIL

## 1.0 Introduction

The UK's current threat level of terrorism is assessed as "Severe." This means that the threat from international terrorism for the UK is assessed as highly likely. (*Threat levels determined by Security Services (MI5) and Joint Terrorism Analysis Centre*). The threat level at this time last year was also 'severe'.

The majority of terrorist attack plots in this country have been planned by British residents. There are several thousand individuals in the UK who support violent extremism or are engaged in Islamist extremist activity.

British nationals who have fought for extremist groups in Syria continue to return to the UK, increasing the risk of terrorist attacks. Using skills acquired overseas, they may organise attacks under direction from Syria or on their own initiative, or they might radicalise others to do so. While the majority of returnees will not mount attacks in the UK, the large numbers involved mean it is likely that at least some of them will.

Simple, self-organised attacks by UK-based Islamist extremists have increased and are inherently harder to detect than more complex and ambitious plots.

Whilst terrorist organisations such as Al Qaida and ISIS present a serious and ongoing threat to the UK it was previously considered at this point last year that a terrorist attack on Bingley Music Live would be highly unlikely. However, the attacks in Paris in November 2015 where indiscriminate marauding attacks causing mass civilian casualties including 90 deaths at the Bataclan theatre featuring rock group 'Eagles of Death Metal' has changed perceptions. Other recent Islamic terrorist attacks include the Sousse beach attacks, Brussels airport bombing, the Orlando nightclub shootings, the Istanbul airport bombing, the lorry attacks in Nice and Berlin and the more recent attacks at Westminster, Manchester Arena and London Bridge.

Consequently the modern strategies of Islamic terrorist groups are to spread fear and anxiety amongst civilisation exploiting human fear to gain political goals. Considering this it would be irrational to discount the threat of terrorism at Bingley Music Live festival and therefore the threat level is assessed as severe and a high level of awareness is required by all staff and stewards working at the event.

So, is an attack an attack at Bingley Music Live inevitable? The short but brutal answer is that nobody knows for sure but, there are a number of measures that the event management team will be considering.

Training in the form of a table top exercise for key decision makers testing reaction and emergency response plans if the need of an evacuation proves necessary or a crime scene develops and needs to be preserved will be arranged by the Emergency Planning Team in advance of the event.

Security, including vehicle attack mitigation at Bingley Music Live will also be assessed with The Emergency Planning Team, Police and Event Safety Officer and measures to prevent terror attacks will be put in place.

The following procedures reflect the event organiser's responsibilities and provide comprehensive instructions for dealing with both bomb threats and the finding of suspect packages.

A threat over the telephone is generally defined as a verbal threat to detonate an explosive or incendiary device to cause property damage or injuries, whether or not such a device actually exists.

## 1.1 Bomb threats

There are two main reasons someone may call with a bomb threat:

- The person knows of an explosive device that is in place, and wants to minimize injuries
- The person wants to create an environment of panic/confusion or to interrupt normal everyday functions

## 1.2 Determining credibility of a threat

All bomb threats should be taken seriously, however, in order to determine the credibility of a telephone bomb threat the Event Manager will take into consideration the following:

- If there are any current staff issues i.e. disgruntled employees; and/or
- Any known activist groups targeting the event.

If neither of the above applies the telephone threat is likely to be without credibility and will be treated as sceptical.

The fact the threat may be a hoax doesn't mean it should be disregarded and the procedures that follow should be applied.

## 2.0 Actions to be taken on receipt of a telephone bomb threat

A telephone bomb threat is likely to be received on the dedicated phone line whose number has been given to residents living in the vicinity of Myrtle Park specifically for dealing with enquiries, complaints etc. The phone line will be administered by event personnel in the Event Office.

The following procedure should be followed when receiving a telephone bomb threat.

- Switch on tape recorder (if available)
- Tell the caller which town / district you are answering from
- Record the exact wording of the threat:

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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 telephone number? \_\_\_\_\_

Record time call completed: \_\_\_\_\_

Where automatic number reveal equipment is available, record number shown:

\_\_\_\_\_

Inform the Event Manager and Event Control.

The following part should be completed once the caller has hung up and the Event Manager/Control informed.

Time and date of call: \_\_\_\_\_

Length of call: \_\_\_\_\_

Number at which call was received:

\_\_\_\_\_

#### **ABOUT THE CALLER**

Gender of caller: \_\_\_\_\_

Nationality: \_\_\_\_\_

Approx Age: \_\_\_\_\_

#### **THREAT LANGUAGE (tick)**

Well spoken?

Irrational?

Taped message?

Offensive?

Incoherent?

Message read by threat-maker?

#### **CALLER'S VOICE (tick)**

Calm?

Crying?

Clearing throat?

Angry?

Nasal?

Slurred?

Excited?

Stutter?

Disguised?

Slow?

Lisp?

Accent? If so, what type? \_\_\_\_\_

Rapid?

Deep?

Hoarse?

Laughter?

Familiar? If so, whose voice did it sound like? \_\_\_\_\_

**BACKGROUND SOUNDS (tick)**

Street noises?

House noises?

Animal noises?

Crockery?

Motor?

Clear?

Voice?

Static?

PA system?

Booth?

Music?

Factory machinery?

Office machinery?

Other? (specify) \_\_\_\_\_

**OTHER REMARKS**

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Signature \_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_

**2.1 Procedure for responding to bomb threats received by telephone.****2.1.1 Telephone threat with no specific location or time for device to explode.**

1. Determine credibility of threat.  
Are there any staff issues? i.e. disgruntled employees/former employees or known activist groups targeting the event.
2. Message from control over radio to be sent to all security/stewards and event personnel to discreetly walk the site and facilities in search for anything suspicious.
3. If package is NOT found all security/stewards and event personnel will be given instruction to stand down but to remain vigilant and on an increased level of awareness.
4. Site security/stewards will undertake regular patrols and all staff and especially stewards should be aware of what is going on around them. Staff and stewards should take into consideration:
  - Should the item be there?
  - Can it be accounted for?
  - Is it out of place?
5. If a suspect package is discovered a message should be sent via radio to control giving the following details:

- What is it      Describe the item/size etc
  - Where is it    Exact location of item and nearest access route/s?
  - When            When was it found/has it been moved?
  - Confirm        How long the item has been there. Has anyone been seen with it?
  - Why            Why is the item suspicious?
  - Who            who found it/Who are the targets/who are the witnesses?
6.      Message from control over radio for all security/stewards and event personnel to standby to evacuate.
  7.      Suspicious package to be inspected and verified by the Event Manager.
  8.      Minimum cordons to be set in place around suspect package by event personnel. Letter size/small parcel Minimum 100 metres; Suitcase/Holdall Minimum 200metres; Vehicle Minimum 400 metres.
  9.      Consideration to be given to evacuate by the Event Manager in consultation with the Event Management Team.
  10.     The decision to evacuate or otherwise will be made in accordance with the Contingency Plan, Chapter 13 of The Event Management Plan.
  11.     Appropriate route/s for evacuation to be determined by Event Manager in consultation with Event Management Team. A designated evacuation route has NOT been set as route/s will be determined by the location of the bomb.
  12.     Evacuation to be in accordance with the 13.6.6 Evacuation Procedure in the Event Management Plan.

### **2.1.2 Telephone threat with specific location and time for device to explode**

1.      Determine credibility of threat.  
Are there any staff issues? i.e. disgruntled employees/former employees or known activist groups targeting the event.
2.      Message over radio for all security/stewards and event personnel to standby to evacuate.
3.      If there is sufficient time to search for the device the Event Manager will undertake inspection at specified location to verify if the threat is real or otherwise.
4.      If package is NOT located all security/stewards and event personnel will be given instruction to stand down but to remain vigilant and on an increased level of awareness.
5.      Site security/stewards will undertake regular patrols and all staff and especially stewards should be aware of what is going on around them. Staff and stewards should take into consideration:
  - Should the item be there?
  - Can it be accounted for?
  - Is it out of place?
6.      If the device exists consideration will then be given to evacuate by the Event Manager in consultation with the Event Management Team.

7. If there is little time to search for the device consideration will be given to evacuate without undertaking a search. Consideration to evacuate will be made by the Event Manager in consultation with the Event Management Team
8. The decision to evacuate or otherwise will be made in accordance with 13.6.4 or 13.6.5 in the Contingency Plan, Chapter 13 of The Event Management Plan.
9. Appropriate route/s for evacuation to be determined by Event Manager in consultation with Event Management Team. A designated evacuation route has NOT been set as route/s will be determined by the location of the explosive device.
10. Evacuation to be in accordance with the Evacuation Procedure Chapter 13 in the Event Management Plan.

### **2.1.3 Discovery of suspicious items**

In the event of suspicious items being discovered the following procedure should be followed:

1. If a suspect package is discovered a message should be sent via radio to control giving the following details:
  - What is it      Describe the item/size etc
  - Where is it    Exact location of item and nearest access route/s?
  - When            When was it found/has it been moved?
  - Confirm        How long the item has been there. Has anyone been seen with it?
  - Why             Why is the item suspicious?
  - Who             who found it/Who are the targets/who are the witnesses?
2. Message from control over radio for all security/stewards and event personnel to standby to evacuate.
3. Suspicious package to be inspected and verified by the Event Manager.
4. Minimum cordons to be set in place around suspect package by event personnel.  
Letter size/small parcel Minimum 100 metres; Suitcase/Holdall Minimum 200metres;  
Vehicle Minimum 400 metres.
5. Consideration to be given to evacuate by the Event Manager in consultation with the Event Management Team.
6. The decision to evacuate or otherwise will be made in accordance with the Contingency Plan, Chapter 13 of The Event Management Plan.
7. Appropriate route/s for evacuation to be determined by Event Manager in consultation with Event Management Team. A designated evacuation route has NOT been set as route/s will be determined by the location of the bomb.
8. Evacuation to be in accordance with the Evacuation Procedure in the Event Management Plan.