

3.2 Security alerts/bomb threat

Risk - MEDIUM

Station Staff Response

Member of staff informed of security alert/bomb threat within station boundaries or adjacent area must inform Station Supervisor, Station Control Room or raise alarm using call point.



The Station Supervisor must assess the situation (if safe to do so) and decide on a course of action.



Contact is to be made with Line Controller (who will contact the Fire Brigade), and local management.



Deploy resources as necessary until Fire Brigade or DSM/GSM arrive.

See Reference/Working Manual Section Sc200a

If you think you are dealing with an obvious bomb or a confirmed suspicious item, move yourself and anyone else nearby initially to an area which is not in direct line of sight of the item.

The Station Supervisor's course of action **may include full or partial evacuation of the station.**

Any member of staff being informed of or identifying a security alert/bomb threat within the station boundaries or adjacent area must inform the **Station Control Room** or the **Station Supervisor** immediately. If an unattended item is involved, staff should operate the **H.O.T.** procedure.

REMEMBER – Move away from any unattended item before using a radio.

Consider the operation of the train service when making this assessment, bearing in mind that safety is paramount.

Contact is to be made with Line Controller(s), and local management.

Deploy resources as necessary until such time as the Emergency Services/Bomb squad/Duty Station Manager/Group Station Manager arrive.

The following information will be required by the Police:-

WHAT – it is (size, description etc.)

- **WHERE** – it is (precise location, hazards, access routes)
- **WHEN** – it was found
- **WHY** – you think it is suspicious
- **WHO** – discovered it (or witnessed anything suspicious)

Obtain details of any witnesses where available. Once you are in a safe location, prepare plans and sketches of the item.

If a telephoned bomb threat is received, follow the procedure defined on the 'bomb threat form' available in **Appendix D2** of this plan or on the Intranet.