This plan is enacted when a **BOMB/EXPLOSION SITUATION** is declared, and the level of risk to personal safety, property or environment is an immediate risk to escalate. This plan relates to the response of staff and students to a critical incident and supports the Emergency Management Plan (EMP) that exists for the individual buildings.

**Immediate Actions:**

1. **UNE Staff/Students**

If you receive a bomb threat - stay composed

* If you have caller ID, write down the number displayed
* Are they male or female?
* Approximate age?
* Accent present?
* Get the attention of someone nearby and tell them to call ‘000’ then Safety and Security on 6773 2099 immediately.
* Keep the caller on the phone by asking the following questions:
  + - When is the bomb going to explode?
    - Where is it right now?
    - What does it look like?
    - What kind of bomb is it?
    - What will cause it to explode?
    - Did you place the bomb?
    - Who are you?

The following table lists the characteristics of the phone call should be considered and noted.

| **Voice** | **Speech** | **Manner** | **Telephone** | **Background** |
| --- | --- | --- | --- | --- |
| Man | fast | calm | local | people |
| Woman | slow | angry | std | talk |
| Child | distinct/cultured | emotional | mobile | typing |
| Unknown | impeded | loud | public | children |
| Age | stutter | soft | private | traffic |
| Accent | nasal | pleasant | Skype | machine |
|  | hesitant | raspy |  | airport |
|  | uneducated | intoxicated |  | trains |

* Call Triple ‘0’ then safety and security on 6773 2099
* Relay information to the first responders (usually security personnel) as soon as possible and follow their directions
* Cooperate with the arriving emergency personnel while they evaluate the threat

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Threat Description | | | Explosives capacity¹ | Distance to safe shelter² | Outdoor evacuation distance |
| High Explosives (TNT Equivalent) | Fuse, Amperes, Amps | Pipe Bomb | 2.3 kg | 21 m | 259 m |
| Life-Jacket, Safety, Vest, Security, Rescue, White | Suicide Vest | 9 kg | 34 m | 415 m |
| Suitcase, Carry, Bag, Work, Papers, Carrying, Handle | Briefcase | 23 kg | 46 m | 564 m |

¹ - Based on the maximum amount of material that could reasonably fit into a container. Variations are possible.

² - Governed by the ability of an unreinforced building to withstand damage or collapse

Suspicious packages

Recognition

* Often have unusual postmarks from an unknown source
* Labelled with Restrictive markings, misspelling of common words, or poor handwriting/typing
* Unusual size, shape, weight, feel or smell
* Excessive tape or postage, discoloured, and sometimes with stains or powdery deposits

What to do

* Do not touch, smell, taste or open the suspicious package
* Isolate the immediate area, moving people away
* Call Emergency on ‘000’ then Safety and Security on 6773 2099
* Relay information to the first responders (usually security personnel) as soon as possible and follow their directions

Protect your own life

In the absence of any direction from the University, use your best judgement to remove yourself from danger, either by taking shelter-in-place within your building or by evacuating to a safer place on/off Campus.

Protect the life of your fellow student or staff member

Alert others in your immediate area to the danger, and act together for the benefit of everyone. Try to identify the safest escape route.

Be aware of your surroundings

Be aware of your exact location and try to identify the safest location for you to go to, via the safest escape route from where you are.

Call for Help - If you have a mobile phone, dial "000" for Emergency Services then 6773 2099 for UNE Security and Safety.

If you are near a Campus Help Phone, activate the call button and provide clear detailed information to the Security Control Centre. There are UNE internal phones in all Campus buildings in an emergency dial "000" for Emergency Services then “2099” for Safety and Security. This is the Campus Emergency telephone number and it receives priority handling. Remember, it is inevitable that Police or any other responding Emergency Services will take a number of minutes to arrive on Campus, and then to the actual location of the incident.