

TERRORISTS THREATS AND BOMB WARNING POLICY

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Scottish Charity Number: SC 00 8314
"Established 1985"

Introduction

The Kilmarnock Leisure Centre Trust recognise their responsibility to their staff on a regular basis and take into account the possibility of a Terrorist Attack on the Galleon Centre.

The Emergency Evacuation Plan as detailed in conjunction with the Health and Safety Manual (Fire Safety) is the model to be used.

Staff in the Galleon Centre can all assist reduce the risk of a terrorist leaving a concealed package in the Galleon Centre by keeping all areas uncluttered, clean and tidy. This particularly in public and communal areas. Entrances, stairs, toilets and changing rooms should be checked on a regular basis. External areas should also be kept clean and tidy.

Emergency Planning

In terms of a terrorist attack, we will look at our response to a worst case scenario and how we might function during the aftermath of an attack. This will cover evacuation routes and means of communicating with staff and the emergency services.

The Emergency Evacuation Plan is the model to be used.

In planning for a terrorist attack we will –

- Ensure that staff understand the plan and have access to it in an emergency
- Identify all staff, including reception, and administration staff who might receive a bomb threat and ensure that they are trained in all handling procedures (see 1 – what to do if you receive a bomb warning).
- Ensure that all staff are aware of their roles and that communication is paramount.
- Rehearse the Emergency Evacuation Plan/Bomb Threat procedures.
- Use the Fire Safety Assembly Areas as outlined taking into consideration the proximity of the threat. Staff and the public must be evacuated away from the threat.

1) Bomb Warning

- Staff must stay calm, listen and try to obtain as much information as possible.
- Ask the caller to be precise about the location and timing of the alleged bomb threat and try to establish the organisation that they represent. Keep the caller talking.
- Ensure that any recording facility is switched on. If there is no facility, make notes for the police or Duty Manager.
- When the caller rings off, try and obtain the number either from the phones automatic number display by dialling 1471.
- Immediately inform the designated manager who will automatically inform the police.
- Do not leave your post until contacted by the manager of the police or ordered to evacuate.

2) Emergency Evacuation

In the event of a full evacuation of the Centre being required there are 3 assembly points for staff and customers. However during a Terrorist or Bomb threat evacuation the Police may recommend that all personnel are moved further away from the Centre. In this instance the Duty Manager, assisted by Senior Centre Attendants and Centre Attendants should direct everyone to the Howard Park, which can be accessed by going along Douglas Street and over the bridge.

If an immediate return to the Centre is not possible (this may be decided by the emergency services) then there are two agreed refuge points for staff and customers.

2.1 The first and closest refuge site is:-

St Marnock Church
St Marnock Street
Kilmarnock
KA1 1DZ
Contact name - Mr Jim McNaughton / Howard Centre
Telephone - 01563 521665 01563 541337

See attached plan

2.2 The second refuge site which may be required if access to the first site is prohibited, is as follows:-

The Grand Hall
London Road
Kilmarnock
KA3 7AA

- | | | | |
|---------|---|----|--|
| Contact | - | 1) | Janice Gimour – 01563 578156
(mobile) 07747768750 |
| | - | 2) | Mr Adam Geary – 01563 554711 |
| | - | 3) | East Ayrshire Council- 01563 554901 |

See attached plan.

In an emergency evacuation where we are informed by the emergency services to leave the Centre and head to the refuge sites, the Duty Manager should collect the evacuation case which is stored in the Deputy General Managers Office.

The case contains a quantity of shoes and blankets for swimmers to put on as they leave the Centre (these items are also in the evacuation cases in the poolside store). However the case in the Deputy General Managers Office also contains emergency contact numbers, illuminous jackets for staff and a torch.

3) Identifying a Letter Bomb

Obvious warning signs that a package is suspect may include the presence of protruding wires, a pen sized hole in the package and/or strange smells (particularly of almonds or marzipan). Other warning signs include whether or not the package:-

- Is unexpected or of unusual origin
- Has a verifiable return address
- Has an address that is inaccurate, printed in an uneven or unusual style (for example be Letterset) or is written in an unfamiliar foreign style
- Has unusual postmarks or an excessive value of stamps
- Is in a padded bag
- Is unusually heavy for its size (most effective letter bombs weigh 50-100g and are at least 5mm thick).
- Is marked 'personal' or 'confidential'
- Is oddly shaped or lopsided
- Has flaps that are stuck down completely (a standard letter will normally have an ungummed gap of a few millimetres at the corners)
- Feels like a book or
- Has an inner envelope, particularly one that is tightly taped or tied

Eyes and Ears

Whatever the physical precautionary emergency plans, they will be ineffective without trained and alert employees. As employers we must:-

- Involve, inform and explain to the staff why they are taking action
- Train staff in awareness, emergency and evacuation procedures and rehearse them regularly
- Regularly update staff on what they should be looking for
- Encourage staff to report anything they regard as suspicious, without fear of sanction if the alarm proves false.

All of the above are appropriate to the Galleon Centre but we must forever be alert and implement measures that are practicable, consistent with our assessment of this threat to our staff, operations and customers.

Every member of staff should be aware that we have 3 evacuations cases within the Galleon Centre which contain equipment and information in the event of a terrorist attack or bomb scare.

Terrorist incidents in London, Glasgow Airport, Paris and Manchester act to remind us that we should never be complacent and that indiscriminate criminal acts will be carried out by individuals.

Our role in all of the above is to understand, co-operate whenever possible and prove that together, we can make a difference, a safer place for all to enjoy their leisure pursuits.