

# PROTECTION OF BUILDINGS

## AGAINST

## BOMB AND INCENDIARY

## ATTACK



ISSUED BY THE CITY OF LONDON POLICE

CRIME PREVENTION DEPARTMENT

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## THE PROTECTION AGAINST BOMB OR INCENDIARY ATTACK OF BUILDINGS TO WHICH THE PUBLIC HAVE ACCESS

### AIM

(1) The aim is to prevent bomb or incendiary attacks or, when this is not possible, to minimise their effects. In buildings to which members of the public must have access this must be done without imposing unacceptable restrictions on them, and the occupier must weigh the seriousness of the threat against the need to maintain business as usual and decide the extent to which counter measures should be adopted.

(2) The measures listed below are common sense suggestions and are not firm recommendations applicable in all cases. Some measures, e.g. intruder alarms, guard dogs, being expensive may be applicable only at times when the threat is high.

### SECURITY RESPONSIBILITIES

(3) A member of the staff should be appointed as Security Officer to co-ordinate all aspects of security, ensure that counter measures are taken, and encourage security awareness and vigilance among the staff. He should be of sufficient seniority to command the respect of the staff and ensure that the necessary measures are implemented. Responsibilities for particular aspects of security, e.g. lock-up drill (see paragraph 12) should be clearly established.

### SURVEY OF BUILDING

(4) A survey of the building and surrounding area should be made, if possible with the assistance of the Police and/or fire authorities. The following physical security measures should be considered:-

#### (a) Surrounding Area

Covering open basement areas with wire mesh and/or illuminating them. Securing access points to underground parking or loading bays and ensuring their supervision when in use. Restriction of parking to areas away from the building. Removing rubbish bins to a safe distance from the building. Cutting down undergrowth or shrubs immediately adjacent to the building. Securing manholes, ducts, or other subterranean access points.

#### (b) External Building Face

Securing ground floor doors and windows, including sealing of letter boxes. Bevelling off, or removal

of, window or other ledges, particularly in rear areas. Illumination of porches and basement areas. Leaving on ground floor lights at night. Removal of ladders giving access to roof and painting of drain pipes with anti-climb paint. Securing of skylights or other roof-top access points. Installation of intruder alarms, guards, or night watchmen with or without guard dogs.

#### (c) Fire or Explosive Hazards

Removal of rubbish which could conceal explosive or incendiary devices, particularly on the ground floor or in the basement. Securing doors and windows or ventilators giving access to fuel storage and central heating plant or boilers. Fire fighting equipment and fire escapes should be checked.

#### (d) Vital Facilities

Identification of particularly important facilities e.g., computer installations, and giving additional protection (e.g. stout doors and good locks) for them.

### RESTRICTION OF ACCESS BY THE PUBLIC

(5) Consideration should be given to dividing the areas to which the public usually require access from the rest of the building. The rest of the building can then be made a secure area.

#### THE SECURE AREA

(6) This should be given an appropriate degree of physical security and access to it controlled. Visitors should establish their bona fides and, if necessary, be escorted.

#### THE PUBLIC AREA

(7) Entrances should be kept to the minimum. Doors and windows and other openings which are not in use should be secured internally. A thorough scrutiny should be made of the area to reduce to a minimum concealment places for bombs or incendiaries. Cupboards should be kept locked. Good lighting with no areas of shadow is essential. Curtains may be shortened to clear windowsills and floor. Particular attention should be paid to lavatories and wash rooms.

(8) Members of the public in this area should be kept under observation. This is best done by staff, who should be advised of the threat and asked to be particularly vigilant. Surreptitious observation can be maintained by closed circuit television but this has the disadvantage that operator fatigue precludes continuous watching. Oneway glass can also be used. Uniformed guards or commissionaires may be preferable since they provide a deterrent.

(9) Guards and staff should be particularly alert for anybody entering with a case, parcel, or similar object and should challenge him if he attempts to leave without it.

(10) Consideration should be given to physical protection such as grilles, bandit glass and polycarbonate sheets as internal barriers to separate members of the staff from the public.

FLYING GLASS

(11) Casualties from flying glass can be much reduced by securing polycarbonate sheets behind the glazing, or re-glazing with polycarbonate sheets or laminated security glass. Alternatively transparent Poly Vinyl Chloride film or special shatter resistant transparent adhesive Polyester film may be applied to the inner surface of the window. Additional protection can be provided by Venetian blinds or, better, by a free hanging transparent 250 micron polyester sheet weighted at the bottom with a sand filled "sausage" and suspended as close as possible behind the glazing.

SECURITY PLANS

(12) A "lock-up drill" should ensure that no unauthorised persons remain in the building after working hours. Plans for action in the event of fire or receipt of a bomb threat warning are essential and should be rehearsed. In times of threat stores should only be accepted from recognised sources and precautions observed on entering the building at opening time if there is evidence of intrusion during the night.

COMMUNICATIONS

(13) Alarm buttons, or preferably alarm strips which can be operated unobtrusively, may be installed in the public area to ring in a manned control point from which the police and fire authorities can be telephoned.

EVACUATION

The responsibility for evacuation and/or search is the employers

(14) A search party should be organised, each person having a particular area to search. They should then report directly to the person co-ordinating the search, carry out the search and report the result.

Do not touch any suspicious or unaccountable objects. The police will take control of this situation and advise accordingly.

Planning in advance is the best course of action. If any efficient "self help" searching and if necessary evacuation plan is prepared, much valuable time will be saved.

Persons who are required to evacuate the buildings should take their personal belongings with them.

No hard and fast rules can be laid down, but it is hoped that the advice offered will assist.

PACKAGE BOMBS AND BOMB HOAXES

The following information may be of use when dealing with suspected package bombs and bomb hoaxes.

Package bombs:

Postal bombs are not likely to be in large parcels but, rather in flat letters (5 1/2 ins. by 4 ins.) weighing up to four ounces, or in packets the size of a book.

REMEMBER - they may explode on opening, so look out for:-

- (1) The postmark, especially if foreign, and any name and address of sender.
- (2) The writing, which may be "foreign" style.
- (3) The balance, which if uneven is suspect.
- (4) The feel, which if "springy" or stiff with cardboard may indicate a trap.
- (5) The holes, pin points that might be made by a wire.
- (6) The stains, which could be "sweating" explosives.
- (7) The smell, some explosives have an aroma of marzipan or almonds.
- (8) The rattle, which might indicate a loose part.
- (9) The 'booby' trap, which could be in an envelope within the envelope.

Check all mail carefully; not only foreign mail, as there is always the possibility that extremist groups like the Arab "Black September" Group could switch posting boxes to Britain itself and finally, such letters may be delivered by hand.

IF IN DOUBT - CALL POLICE  
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Bomb Hoaxes and threats:

Unfortunately "bomb hoax" telephone calls are a common occurrence.

All persons responsible for the management of their buildings or staff should instruct their telephone operator to report all such calls to them confidentially and immediately.

Usually bomb threats come in anonymous telephone calls. (Note: they could however, be mailed or even surreptitiously hand delivered).

As soon as it is clear the caller is making a bomb threat, LET HIM FINISH HIS MESSAGE WITHOUT INTERRUPTION. If any response is essential as to a statement such as "This is about a bomb, are you listening?", keep it to one or two words. While the caller talks, get the message EXACTLY and also listen for clues to:-

- (1) Caller's sex and approximate age.
- (2) Noticeable condition affecting speech such as drunkenness, laughter, anger, excitement, incoherency.
- (3) Peculiarities of speech such as foreign accent, mispronunciations, speech impediment, tone and pitch of voice.
- (4) Background noises audible during the call such as music, traffic, talking, machinery.

When the caller has given his message, try to keep him in conversation. The following are key questions and should be asked, if possible, AFTER THE CALLER HAS GIVEN HIS MESSAGE:-

- (1) Where is the bomb located?
- (2) What time will it explode?
- (3) When was it placed?
- (4) Why was it placed?

Note whether the caller repeated his message or any part of it. Note the exact time of its receipt. Write the message down IMMEDIATELY after the call. IMMEDIATELY after that, notify Police. Repeat the message EXACTLY AS YOU RECEIVED IT; then fill in the other details you were able to get.

BE CALM: LISTEN CAREFULLY: REPORT EXACTLY:

IT SHOULD BE BORNE IN MIND THAT MANY OF THE CALLS ARE MADE BY MEMBERS OF THE STAFF WHO WELCOME BEING SENT OUT, OR IF LATE RETURNING FROM LUNCH, REQUIRE A GOOD EXCUSE.

**END**