



Bomb threat emergency procedures at IFJ PAN

**Any person
or a property manager receiving a call/message about a bomb threat must not ignore the
information about the potential hazard.**

**Each time they should notify the IFJ PAN Director who will determine the credibility of
a threat call/message.**

IFJ PAN Director (or Deputy Director) shall analyze the received information and shall make a decision about:

- notifying the police about a terrorist threat,
- stopping work at IFJ PAN and ordering the evacuation of employees from a hazardous building in emergency mode,
- shutting the north gate,
- temporarily suspending any arrivals to IFJ PAN,
- securing documents, databases and other property of significant value to IFJ PAN,
- The director passes executive orders to heads of subordinate organizational units.

The IFJ PAN Director (Deputy Director) or an authorized person in his absence coordinates the action till the arrival of the police.

The coordinator of the action orders the room occupants to check whether there are:

- items, objects, packages, devices previously not seen in the room and not brought into the room by the room occupants (but which could have been brought in and left by other persons, e.g. clients);
- traces left by moving room equipment, changes in the external appearance of items, objects, devices that were in that room previously, and signals emitted by those objects (clockwork sounds, emitting light electronic elements etc.) The employees of each unit/department provide the above-mentioned information to their superior, who in turn passes the information on to the IFJ PAN Director's Secretary's Office.
- Common areas, such as corridors, staircases, halls, elevators, toilets, cellars, attics, and the external area surrounding the buildings are controlled by the Site Security staff or other authorized persons. The results of the control are passed on to the Institute Secretary's Office.

Any located objects, devices, items which (in the opinion of the room's occupants) were not in that room previously and are suspected to be an explosive charge **cannot be touched.**

The IFJ PAN Director and the Security Site staff should be notified immediately about the location of the suspected object in order to secure the area until the arrival of the police.

Please keep calm so as not to cause panic.

After the arrival of the police at the Institute of Nuclear Physics:

1. The IFJ PAN Director or an authorized person familiarizes the police commander with the situation and any actions undertaken in connection with the hazard. The IFJ PAN Director indicates the locations of the suspected objects, items, devices and the weak spots of a given building.
2. The IFJ PAN Director or an authorized person accompanies the police group in exploratory activities and provides information about the location of the rooms in the hazardous building.
3. The identification of the located objects, items and devices and the neutralization of any possible explosive charges can be carried out only by authorized and specialized police units using specialized technical means.

The decision to evacuate the hazardous building or area is undertaken by the IFJ PAN Director (Deputy Director). The range of the evacuation depends on the type of hazard.

- Before the building is to be evacuated, it is recommended, if possible, to open the doors and windows of the hazardous building and the neighboring buildings and to unplug the devices and receivers.
- The evacuated people should take their personal belongings with them, such as bags, backpacks, clothes, portable radio receivers etc., before leaving the building. In this way the police officers will not waste their time while identifying the suspected items left in the building.
- The keys should be left in the locks.
- The evacuation should be conducted in an organized way. It should be checked whether all the employees left the hazardous area.
- The movement of the evacuated people should be correctly organized so that the explosion hazard zone is bypassed during the evacuation. In the event of organizing a preventive evacuation, the main exits of the building should be used (not escape routes).
- Actions should be undertaken to strongly counteract gathering of people in the vicinity of the hazardous area or building. Any person not taking part in the evacuation action should remain at a safe distance from the hazardous area/building (minimum 150 m).
- When the evacuation is over, the IFJ PAN Director notifies the services about the end of the action and also leaves the area.