WHAT TO DO IN CASE OF A BOMB THREAT?

Every bomb notice and threats concerning explosives must be investigated and considered real until it is proved by the investigation and the thorough examination of the threatened areas that the threat was false, or the explosive was found.

In most cases the bomb threat is communicated by phone to the telephone exchange of the facility or to any manager of it, incidentally to an extension.
These few seconds could be the only contact with the person making the call therefore it is very important that the data and information available are accurately recorded.

The information has two important points:

expected time of the explosion - location of the bomb

It is important that the person receiving the call or listening to the conversation reproduce – as accurately as possible – the threatening words and the caller's behaviour.Therefore the following should be observed regarding the person making the threat:

- man or woman
- young or old
- excited or relaxed
- spoken language or text played from a tape recorder
- understandable? is there any dialect or accent?
- does the caller use characteristic expressions
- speaks in a normal or altered voice
- are there any background noises
- exact time of receiving and finishing the call.

The bomb threat must be immediately reported to the police on emergency number **107** or on number **112** to the emergency centre.
Following that the manager or steward of UNI-HOTEL must be notified and the Dispatcher centre of the university must be informed on number **30/503-4824 /29-89**/.

Thereafter the building must be evacuated:

Evacuation could be ordered by the director of UNI-HOSTEL or the person(s) authorized by the director.
After evacuation was ordered every person should leave the building through the main entranceor through the emergency exit, on the routes indicated on the escape plane.Those staying inthe building should be instructed to open all doors and windows.
The evacuation is most practical to be performed in a calm and disciplined manner, possibly with hasty steps.Running causes panic and may cause injuries!

People should take with them only their strictly required personal belongings as large packages and objects could hinder the escape.
After leaving the building the persons should come together at the predetermined location.After that the number of people should be checked.

Following or during evacuation, when the explosives experts of the police and the fire brigade have arrived the instructions of their commanders must be executed.

IMPORTANT PHONE NUMBERS:

AMBULANCE:	**104**
POLICE:	**107**
FIRE BRIGADE:	**105**
EMERGENCY:	**112**

Operational directorate:extensions 14-05, 15-96, 18-56,

Dispatcher centre:extension 29-89.