

Explosive devices



Immediate reaction

- Alert the police, call 110
- Name of the caller
- Name/address of the university
- What is happening/has happened? (Is the information based on your own observations, is the incident current or announced?)
- Where does/did it happen (place, building, room, room number)?
- Who acts (one or more perpetrators)?
- How does the perpetrator act (weapon, hostage-taking)?
- Ask for initial recommendations (evacuation?)
- Position signposts clearly visible for arriving police and emergency services
- As soon as the police arrive on site, they take over the management

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1 Intervene – end 1.1

Explosive device found

- If necessary, cordon off the site over a wide area
- Personal protection before property protection
- Prepare evacuation and carry it out in consultation with the police
- Do not touch the found object
- Avoid fire, flames or heat in the vicinity of the found object as a matter of urgency
- Do not smoke
- Have site plans of the property ready
- summarize existing information for the police:
 - What suggests an explosive device?
 - Where is the suspicious object?
 - What does it look like?
 - Who found it?
 - When was it found?
 - Can anyone say how long it has been there?
 - Are suspicious noises or odors perceptible?
 - Was the object moved or transported?
 - What supply lines are there in the vicinity of the site?
 - Are there other sources of danger in the vicinity of the suspected explosive device?
 - Are there any witnesses and information about the perpetrators, suspicious persons, information about unknown persons?
- Warn campus users about appropriate means of communication

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1.2 Bomb threat of phone

- Talk to the caller calmly and keep them on the phone for as long as possible without interrupting or verbally provoking them
 - Ask questions to gain time and information:
 - When should the explosive device detonate?
 - Where is the explosive device?
 - What does it look like?
 - How is it made to explode?
 - Why are you doing this?
 - Who are you?
 - Where are you calling from?
- You can also gain time by:
 - Repeat some of the caller's information/statements incorrectly/incompletely (Caution! Do not exaggerate!)
 - Fake poor connection quality
 - simulate an increased noise level
 - Ask the caller for as precise information as possible - be sure to write this down (or have it written down)
- try to mobilize help via people present during the call, e.g.
 - Switch over loud / surround sound
 - listen in
 - Write down requests for help on a piece of paper
- If possible, copy the caller number from the display
- do not hang up the phone even after the call has ended
- Important: if possible, alert the police from another device (set up a dedicated line)
- Collect all the above information for the police and add the following points if necessary:
 - Description of the call (local, long distance, house call, mobile)
 - Description of voice (male, female, estimated age, tone of voice, accent, other characteristics)
 - Did the caller seem to know the local conditions?
 - Was there background noise?

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2 Welfare - Victim support - Measures

- Provide first aid
- Reassure members of the university

3 Inform

- Convene the university's crisis team
- Develop information strategy and communication channels for the university (who, how, about what, in what form?)
- Only pass on information in consultation with the police
- Written and factual information about the incident in an appropriate form to:
 - Employees
 - Students
 - Student parliament and student council
 - Canteen
 - Daycare center and childminder
 - Other users/tenants of the campus
 - Ministry of Science, Research and Culture
- Prepare a press release in consultation with the police
- In the event of injuries, regardless of how minor they are, those affected will be sent to a doctor. Written notification of the injury or psychological help to the university's accident officer (arbeitsschutz@th-wildau.de)
- Immediate written notification to the Unfallkasse Berlin Brandenburg by the university's accident officer if medical or psychological assistance is required:
 - Accident report for insured students
 - Accident report for employees
 - Accident report for civil servants of the state of Brandenburg

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4 Aftercare - review - prevention

- Contact person is the crisis team
- clarify, counteract rumors, announce initiated measures
- Advice for teaching staff on how to deal with the event in courses
- Develop clear guidelines and organizational measures for security measures, such as bag checks, taking into account the general legal situation
- If necessary, check further protective measures by the police or security service
- Publish the university's public declaration "Consensus against violence"
- for university-internal offenders: check exmatriculation, ban from the premises, employment relationship, disciplinary proceedings, etc.