

Policy and Procedure: Bomb Threat

Date of Board Approval: April 2018

Review date: February 2019



Introduction

Although the threat of terrorist violence has retreated, recent events have shown that such threats can easily arise from both terrorists and those with simple malicious intent. To counter this threat the school has in place a set of procedures for dealing with such threats.

The Threat

The most likely threat to the School is from someone with a desire to disrupt the running of the school rather than from a terrorist organisation wishing to cause an outrage by exploding a bomb on the premises. **Unfortunately this cannot be assumed and all threats, however outlandish they may appear, must and will be taken seriously.**

Sources of Threat

Telephone calls/Email/Social media/Written note

The most common form of notification of a bomb is that of a telephone call from the organisation concerned. If the School receives such a call or email etc. then the Immediate Actions listed below should be carried out.

Packages

Causes for concern could be packages delivered to the School. Equally unidentified packages left on the premises may give cause for concern. In all cases staff should not hesitate to question why the package is there and should equally not hesitate to carry out the Immediate Actions if their concerns are not IMMEDIATELY allayed.

Vehicle bombs

It is highly unlikely that a car or other vehicle bomb would be used, but in such an event the Police should be notified immediately. Details required by the Police will include the registration number and description of the vehicle.

Immediate Actions in School Hours

The following actions will be taken in the event of a threat occurring during the school day:

1. Evacuate the School using the fire evacuation procedure. Any evacuation route should avoid passing the location of the suspect package. As soon as the roll call is complete, move the children up to the Marshall Arts Hut, Fir Tree Rise in an orderly manner.
2. If the roll call is incomplete, one or two volunteer members of staff will search for the missing pupils or adults, whilst other staff will move the remainder of the children to designated area.
3. Ensure that **no** packages, bags or other possible bombs are removed during the evacuation **unless** staff are **positive** that the item has been in their **personal possession** since leaving home that morning.

4. Call the Police and give as many details as possible, using the aide memoir below.
5. Under no circumstances are children or staff to re-enter the school once everyone has been accounted for until the Police confirm that it is safe to do so.

Immediate Actions out of School Hours

If a key holder is made aware of a bomb threat then they must inform the Police immediately. Equally, if the Police are made aware of a possible threat to the school, they will inform one of the key holders. Under no circumstances should a key holder or staff member carry out a search.

Bomb Threat Aide Memoir

Telephone threat

Start the evacuation during the call if there is another person present to do this.

Think about the call:

- Stay calm and listen carefully;
- Grab a copy (if you can) of the bomb-threat checklist;
- If possible, keep the caller talking and alert a colleague to dial 999;
- If displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the caller's number once the call has ended;
- If the threat is a recorded message, write down as much detail as possible;
- If the threat is received by a text message, do not reply to, delete or forward the message; note the number of the sender and follow police advice;
- Make a member of the senior leadership team aware upon receipt of a threat.

Packages and vehicles

If you are suspicious – **DO NOT TOUCH OR HANDLE THE PACKAGE IN ANY WAY.**

Unfortunately, it is often the touch or feel of the package that gives rise to suspicion. If you have inadvertently picked up the package, place it gently onto a firm surface where it can be clearly seen by Bomb Disposal Officers and **LEAVE THE ROOM IMMEDIATELY.**

Email or social media

Do not reply to, forward or delete the message. Note the sender's email address or social media user name/user ID. Preserve all log web files for your school to help the police investigation.

Face-to-face threat

Try to remember/record as many distinguishing features of the threat-maker as possible.

Written note

Treat as police evidence and stop other people from touching the item.

When contacting the Police tell them:

- Who you are and your job title;
- Where you are calling from and the phone number;
- Why you are calling;
- Give them all the information you have recorded (where the package is, package size/appearance/visible features etc.);
- How the threat was received;
- Any information gleaned from the telephone call;
- Tell them what precautions you have taken.

Remember where the package is because the Police will want to examine the package, even if only from a distance! When moving the children into the safe areas, try to minimise exposure by moving along a route, which does not go past the package.

Any bomb involving a vehicle would cause a huge explosion and the only safe distance from such a device is the maximum that can be obtained. Moving the children into a safe area, using buildings as a shield before moving up to the Marshall Arts Hut.