

St John's C of E Voluntary Aided Primary School, Croydon
BOMB THREAT PROCEDURES



DATE WRITTEN: Autumn 2019
Frequency of review: Annual
Reviewed by: Premises & Expansion Committee

1. Legal framework

This policy has due regard to the following legislation, including, but not limited to:

- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety at Work etc. Act 1974

This policy will be implemented in conjunction with the St John's:

- Business Continuity Plan
- Lockdown Procedure
- Emergency Plan

2. Telephone threats

- All members of staff who answer school telephones will be made aware of the bomb threat over the telephone procedures and will receive a Bomb Threat Checklist, along with a Caller Details Checklist.
- When a threatening telephone call is received, the member of staff will gather as much information as possible and remain calm.
- Once the telephone call has ended, the Head Teacher will be notified.
- The member of staff who answered the telephone will complete the [Caller Details Checklist](#) at the earliest opportunity.
- The police will be notified at the earliest opportunity. The Head Teacher will then liaise with the police to determine the best course of action.
- The member of staff will provide the police with a written record of the call.
- If the threat specified a particular time, the evacuation procedures will be followed. This will only be done if the Head Teacher believes there is enough time for an evacuation to be carried out safely. Otherwise the Head Teacher will await instruction from the police.
- If the decision is made that it is safe to evacuate to the school field, the fire alarm will be used to alert all members of staff. The Evacuation Policy will be followed and staff and pupils will relocate to the fire assembly points, located on the school field.
- If the decision is made that it is needed to lockdown, the emergency procedures, outlined in Lockdown Policy will be followed.

3. Contacting the police

After the threat has been received and recorded, the Head Teacher, along with the person who received the call, will ring 999 and provide the police with the information on the [Bomb Threat Checklist](#).

The following information will also be provided:

- A mobile contact number, so the Head Teacher or designated senior decision maker can be called if the premises are evacuated.
- The number of pupils and staff at the school.
- Whether a decision has already been made to evacuate. If it has, the police will be told the location of the assembly point.
- Whether or not there is a 'buddy' school or a designated refuge building

4. Suspicious packages or envelopes

According to advice, there are a number of warning signs that, if spotted, could identify a potentially dangerous item sent in the post. Although these are not official guidelines, St John's believes that by keeping these points in mind we can ensure best practice, as well as keeping the school safe. These warning signs are:

- Excessive postage
- A fictitious or non-existent return address
- A postmark that does not match the return address
- Restricted endorsements, such as 'personal' or 'private'
- Distorted hand-writing, homemade labels or cut-and-paste lettering
- Unprofessional wrapping
- A rigid feel, uneven or lopsided contents
- An irregular shape, soft spots or bulges
- Protruding wires
- Aluminium foil
- Oil stains
- An unusual smell

If a package or envelope is deemed suspicious, the following steps will be taken:

- The police will be called immediately and the item will not be opened or handled.
- The item will be left clear of other objects, so that it can be clearly identified by the emergency services.
- If possible, all the windows in the room will be opened.
- The item will not be put in water or a confined space.
- The immediate area will be evacuated and sealed off.
- Once members of staff have reached a safe area, a written record will be made of all the individuals who handled the item. This record will be made available to the emergency services.

5. Written bomb threats

- If a written bomb threat is received, the Head Teacher will be immediately notified.
- The police will be notified immediately and their advice followed.
- The letter will be handled as little as possible and handed to the police
- A record will be made of the date and time the letter was received.

6. Bombs threats via email

- If a threat is received via email, the message will be saved, in order for it to be investigated by the police.
- The Head Teacher will be notified as soon as a threat is received.
- The police will be notified immediately and their advice followed.

7. BOMB THREAT CHECKLIST

This checklist is designed to help staff to deal with a telephoned bomb threat effectively and to record the necessary information.

Actions to be taken on receipt of a bomb threat:	
Switch on recorder/voicemail (if connected) Tell the caller which town/district you are answering from Record the exact wording of the threat	
Ask the following questions:	
Where is the bomb right now?	
When is it going to explode?	
What does it look like?	
What kind of bomb is it?	
What will cause it to explode?	
Did you place the bomb?	
Why?	
What is your name?	
What is your address?	
What is your telephone number?	
Record time call completed	
Where automatic number reveal equipment is available, record number shown:	
Inform the Headteacher of name and telephone number of the person informed:	
Contact the police on 999. Time informed:	
The following part should be completed once the caller has hung up and the Headteacher and the police have been informed.	
Time and date of call:	
Length of call:	
Number at which the call was received (i.e your extension number):	
About the caller	
Sex of caller:	
Age:	
Nationality:	

<input type="checkbox"/> Language	<input type="checkbox"/> Background sounds
Well spoken	Street noises
Irrational	House noises
Taped message	Animal noises
Offensive	Crockery
Incoherent	Motor
Message read by threat-maker	Clear
Caller's voice	Voice
Calm	Static
Crying	PA system
Clearing throat	Booth
Angry	Music
Nasal	Factory machinery
Slurred	Office machinery
Excited	Other (specify)
Stutter	
Disguised	
Slow	
Lisp	
Accent	
Type of accent	Other Remarks:
Rapid	
Deep	
Hoarse	
Laughter	
Familiar	
If so, whose voice did it sound like	
Signature:	
Date:	
Print Name:	

Tick as appropriate