



Bomb Threat Policy

Pioneer Federation

This policy was adopted **September 2019**

This policy is due for review **September 2022**

Bomb Threat Policy

Review

This policy will be reviewed as appropriate by staff and governors.

Effective date

This policy became effective May 2016 and was reviewed in September 2019

Introduction

Recent events have shown that 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

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 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 against one of our schools, 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. Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.
2. Evacuate the school using the fire evacuation procedure. Any evacuation route should avoid passing the location of the suspect package. As soon as the register is complete, move the children up to the top field (Chiddingly) or church (East Hoathly) in an orderly manner. If further distance is needed at Chiddingly, all staff and children to evacuate Chiddingly via the carpark and walk to the church.

3. 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.
4. If SLT (Exec Head and/or Head of school) are not on site, they should be immediately informed. Assistant Head to take the lead until their arrival.
5. 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.
6. 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.
7. Parents will be informed, following confirmation of necessary evacuation. This will be done using the Parentmail system of email and/or text. Any parents not signed up to this service will be called by staff. Instructions for how to do this, and lists of parent contact details are kept in the office and will be brought outside during the evacuation by the secretary.

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 calls

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

Think about the call:

- Did the caller use a codeword - the Police have access to the current list and can verify if it is a genuine codeword or a hoax
- Content of the call - location of bomb, time of detonation
- Was the caller male or female
- Did they have a pronounced accent
- Background noises
- Reason for the call

Time permitting, try 1471 and see what number is returned.

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**

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

Telephone threat

Give all the information you have gleaned from the call

Packages & vehicles

- Where the package is (details of location) and why you are suspicious of it
- Package size/bulk, appearance, smell and greasy marks, visible features (wires etc),
- address to?, postmark
- Is recipient a likely target
- When was the package found, and was any warning given
- Who found it
- What precautions are being 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.

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 Security Co-ordinator 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 Security Co-ordinator 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:

✓ **Tick**
where
appropriate

Language

- Well spoken
 Irrational
 Taped message
 Offensive
 Incoherent
 Message read by threat-maker

Caller's voice

- Calm
 Crying
 Clearing throat
 Angry
 Nasal
 Slurred
 Excited
 Stutter
 Disguised
 Slow
 Lisp
 Accent

Type of accent

- Rapid
 Deep
 Hoarse
 Laughter
 Familiar

If so, whose voice did it sound like?

Background sounds

- Street noises
 House noises
 Animal noises
 Crockery
 Motor
 Clear
 Voice
 Static
 PA system
 Booth
 Music
 Factory machinery
 Office machinery
 Other (specify)

Other remarks

Signature: _____

Date: _____

Print name: _____

Appendix 2 - Bomb Threat Action Card

