

HEATHFIELD COMMUNITY SCHOOL



BOMB THREAT POLICY

**Be Prepared
Be Aware
Be Ready**

Date reviewed : February 2021
Date of next review : February 2023

Reviewer : Nicola Patmore – Deputy Head

Date of ratification by Governing Board : 5 May 2021

Document Control		
Edition	Issued	Changes to previous
2	Feb 2021	

Policies / Documents referred to in this policy	Post Holders / Persons named in this policy
This policy links to other school policies on :	

Review

This policy will be reviewed as appropriate by staff and governors every 2 years or sooner if necessary. It has been reviewed in liaison with the senior leadership team, the school governors and our school PCSOs.

Effective date

This policy became effective March 2017.

Introduction

Events have shown that physical 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 and safety measures, which include secure school boundary, secure and/or manned entrance points, regular reminders and alerts to students and staff regarding unexpected visitors or related concerns, regular fire drills and lockdown procedures.

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 must and will be taken seriously.**

Sources of threat

Telephone calls/emails

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 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 carry out the Immediate Actions if their concerns are not IMMEDIATELY allayed.

Vehicle bombs

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.) Inform the Senior Leadership Team on site and the Head. The Head or nominated SLT will take charge of the incident.

- 2.) Evacuate the school using the fire evacuation procedure. Any evacuation route should avoid passing the location of the suspect package.
- 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 the designated area.
- 4.) 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.
- 5.) Call the Police and give as many details as possible, using the aide memoir below.
- 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.

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. The key holder will contact the Senior Leadership Team and the Head. The Head or nominated SLT will take charge of the incident.

Bomb threat aide memoir

Telephone calls

Inform the Senior Leadership Team on site and the Head. The Head or nominated SLT will take charge of the incident.

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 call.

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

Packages and vehicles

Inform the Senior Leadership Team on site and the Head. The Head or nominated SLT will take charge of the incident.

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.
- 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).
- Addressed to / Postmark.
- Is recipient a likely threat.
- 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 and use buildings as a shield.

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.

Telephone threat

Inform the Senior Leadership Team on site and the Head. The Head or nominated SLT will take charge of the incident.

Give all the information you have gleaned from the call.

Communication with parents/carers and the wider community

All communications will be overseen and managed by the Head or nominated SLT. It is advisable to create a script that can be used by staff and especially those answering the phone calls from parents and carers. Consideration will need to be made for website and/or newspaper statements. Liaise with the Police and with the local authority in order to share information safely and wisely with our community.

