

# **The Yare Education Trust**

## **Bomb Threat Policy**

**January 2020**



**THE  
YARE EDUCATION  
TRUST**



## **Executive Summary of Responsibilities for this Policy**

### **Statutory**

- Website Requirement: School

### **Trustees**

- Board approval of the policy (noting providence)

### **Central Team**

- Drafting the policy ensuring circulation and availability to schools
- Publishing availability on request

### **Local Governing Board**

- Adopting after making local adjustments to organisational context (including the name of the school and nominated staff member) but not overall context
- Alerting the Trust team to any concerns with the policy implementation at school level

### **School Leadership Team**

- Acting on the policy
- Publicising the policy as appropriate

## 1. Statement of Intent

The Trust believes that the safety and well-being of our pupils/students and staff is of paramount importance. Under Section 8 of the 'Management of Health and Safety at Work Regulations 1999', the Trust is committed to adhering to the legislation that states that schools "follow appropriate procedures in the event of serious and imminent danger to persons at work".

This policy outlines the procedures for a bomb threat, as well as responsibilities and duties for individual members of staff. In the event that a threat is received, the procedures in this policy will come into effect. In all instances, the police will be contacted immediately and their instructions will be followed at all times.

The likelihood of a threat being made against the school is extremely remote; however, it is essential that any threat is taken seriously and acted upon in a professional manner.

## 2. Terms of Reference

### 2.1. Definitions:

"Headteacher" also refers to any other title used to identify the Headteacher, where appropriate, or other Senior Manager delegated to deal with the matter by the Headteacher.

## 3. Legal Framework

### 3.1. 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

### 3.2. This policy will be implemented in conjunction with the Trust's:

- Business Continuity Plan
- Lockdown Procedure
- Personal Emergency Evacuation Plan

## 4. Telephone Threats

4.1. All members of staff who answer school telephones will be made aware of the bomb threat procedures over the telephone.

4.2. All relevant members of staff will receive a Bomb Threat Checklist, along with a Caller Details Checklist.

4.3. The Headteacher will arrange training for staff to become familiar with the procedure.

4.4. When a threatening telephone call is received, the member of staff will gather as much information as possible and remain calm.

4.5. Once the telephone call has ended, the Headteacher will be notified.

4.6. The member of staff who answered the telephone will complete the Caller Details Checklist at the earliest opportunity.

4.7. The police will be notified at the earliest opportunity. The Headteacher will then liaise with the police to determine the best course of action.

4.8. The Headteacher will provide the police with a written record of the call.

- 4.9. If the threat specified a particular time, the evacuation procedures will be followed. This will only be done if the Headteacher believes there is enough time for an evacuation to be carried out safely. Otherwise, the Headteacher will await instruction from the police.
- 4.10. Once the decision to evacuate has been taken, the alarm will be used to alert all members of staff. Staff and pupils will relocate to the fire assembly points, located on the School Field (see plan)
- 4.11. Once a decision for lockdown or evacuation has been made, the emergency procedures, outlined in the Lockdown Policy and Evacuation Policy will be followed.

## 5. Contacting the Police

- 5.1. After the threat has been received and recorded, the Headteacher along with the person who received the call, will ring 999 and provide the police with the information on the Bomb Threat Checklist.
- 5.2. The following information will also be provided:
  - A mobile contact number, so the Headteacher 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- not necessary as will evacuate to the American Football Field across Pound Lane . From here via Wi-Fi we can activate Bromcom messages for parents to pick up from this separate site.

## 6. Suspicious Packages or Envelopes

- 6.1. According to the US Postal Inspection Service, there are a number of warning signs that, if spotted, could identify a potentially dangerous item. Although these are not official guidelines, The Trust believes that by keeping these points in mind we can ensure good 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
- 6.2. 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.

## **7. Written Bomb Threats**

- 7.1. If a written bomb threat is received, the Headteacher will be immediately notified.
- 7.2. The police will be notified at the earliest opportunity.
- 7.3. The letter will be handed to the police
- 7.4. The letter will be handled as little as possible.
- 7.5. A record will be made of the date and time the letter was received.

## **8. Bombs Threats via Email**

- 8.1. If a threat is received via email, the message will be saved, in order for it to be investigated by the police.
- 8.2. The Headteacher will be notified as soon as a threat is received.
- 8.3. The police will be notified at the earliest opportunity.

## **9. Monitoring and Review**

- 9.1. The Trust is responsible for monitoring and reviewing this policy and procedures annually, and amending it accordingly following any incidents or concerns.



## Bomb Alert / Threat Template

There are important differences between the fire (or other whole building) evacuation and bomb instructions. Most notably in a bomb threat situation it is unusual to evacuate the entire building. To do so can be more hazardous than moving people within the building to areas away from the suspect package or incident.

Signal	
Signal for bomb threat (this must be different to the fire alarm, or general evacuation alarm/signal)	Public Address (PA) announcement - <i>[insert message]</i>
Signal for stand down / all-clear	Public Address (PA) announcement - <i>[insert message]</i>

Incident Control Officers & Response Team		
Role	Name	Emergency Contact Number
Incident Control Officer		
Deputies		
Communications Officer		

Other useful contacts	
Name	Emergency Contact Number

It is important to remember that it is very much **the exception** to evacuate a building in the event of a bomb threat or incident. Unless the location of the bomb is known, a "blind" evacuation may be putting people in more danger (e.g. from a device at one of the entrances/exits) than if they had remained within the building.

Primary Assembly points	
1	
2	
3	
4	
Secondary (alternative) assembly point / place of safety (for example partner school/college / leisure centre) <u>must be pre-arranged</u>	
Name of venue	
Type of venue	
Contact name	
Contact telephone number	
Include useful info such as distance from school, directions, capacity, opening hours	

## Suspicious Items, Packages or Envelopes

It is important that you do not move a suspicious item, package or envelope. Do not cover or encase it in any way. Be alert to secondary devices, there may be more than one.

**If you think it's suspicious DIAL 999 – Ask for the Police.**

<b>Indicators of a Suspicious Item</b>
Is the item typical of what you would expect to find in this location?
Has the item been deliberately concealed or is it obviously hidden from view?
Does it have wires, circuit boards, batteries, tape, liquids or putty-like substances visible?
Do you think the item poses an immediate threat to life?

<b>What to do if you see a Suspicious Item</b>
Do not touch
Try and identify an owner in the immediate area
Confirm whether or not the item exhibits recognisably suspicious characteristics
<b>If you still think it's suspicious (or in any doubt)</b>
Clear the immediate area and adjacent areas (be mindful of the possibility of secondary devices)
Dial 999 ask for the police
Follow their advice and provide as much information about the item as possible (see indicators above)
Prevent others from entering these areas
If safe to do so check CCTV

<b>Indicators of a Suspicious Package or Envelope</b>
General indicators that a delivered item may be of concern include:
unexpected item, especially if hand delivered
additional inner envelope or other contents that may be difficult to remove
labelling or excessive sealing that encourages opening at a particular end or in a particular way
oddly shaped or lopsided
unexpected or unusual origin (postmark and/or return address)
poorly or inaccurately addressed address printed unevenly or unusually
unfamiliar writing or unusual style
unusual postmark or no postmark
more stamps than needed for size or weight of package
greasy or oily stains emanating from the package
Odours, liquid or powder emanating from the package

<b>What to do if you identify a Suspicious Package or Mail Item</b>
Do not touch
If holding place it down carefully ensuring that it remains sealed
Clear the immediate area and adjacent areas



Dial 999 ask for the police
Follow their advice and provide as much information about the package as possible (see indicators above)
Prevent others from entering these areas

## Bomb Threat

No matter how ridiculous or implausible the threat may seem, all such communications are a crime and should be reported to the police by dialling 999.

<b>What to do if you receive a Bomb Threat on the telephone</b>
Stay calm and listen carefully
Try to attract the attention of a colleague who should immediately dial 999
Hold the caller on the line for as long as possible. Get as much information as you can and provide this to Security as this will assist the Incident Control Team in providing information to the police.
For example -
When is the bomb set to go off?
Where has it been planted?
What does it look like?
What kind of bomb is it?
What will cause it to explode?
Was the caller a man or a woman?
Was a code word given?
What was the exact wording of the threat?
Did the message sound as though it was being read from a prepared text or was it a taped message?
Did the caller sound intoxicated?
Was there any indication of the callers' mental state - did he/she sound excited, disturbed, incoherent etc.?
Was there any accent, was he/she well-spoken etc?
Was there any indication of the type of telephone being used - for example a public call box?
Was there any significant background noise - e.g. house noises, street noises, music?
If displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended

<b>What to do if you receive a Bomb Threat electronically (email, social media etc)</b>
Alert the police immediately - they may be able to identify where the threat has come from
Do not forward or reply to the message unless advised to do so by the police
Do not delete the message
If possible take a screen shot of the message and any contact details in case the message is deleted
If not note the sender's email address or username/user ID for social media applications
Preserve all web log files for your organisation to help the police investigation

