

# Churchside Federation

## Bomb Threat Policy

<b>Policy Type:</b>	<b>Based upon DFE model policy</b>
<b>Approved By:</b>	<b>Local Governing Body</b>
<b>Approval Date:</b>	<b>06/11/23</b>
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<b>Person Responsible:</b>	<b>Executive Headteacher</b>

# **BOMB THREATS AND SUSPICIOUS PACKAGES GUIDANCE**

## **Relevant Legislation:**

Health and Safety at Work Act 1974.

Management of Health & Safety at Work Regulations 1999.

## **Responsibilities (Managers):**

Managers must ensure the health, safety and welfare of all staff/pupils/students/service users/visitors under their control and anyone who may be affected by their work.

## **Responsibilities (Employees):**

Employees must co-operate with managers to enable the above duty or requirement to be performed or complied with.

## **Responsibilities (Building Users – pupils/students/service users/visitors):**

Building users must co-operate with buildings staff to enable the above duty or requirement to be performed or complied with.

## **Introduction**

A bomb can be distinguished in many ways - but it is most unlikely that it will look like a bomb. It may be concealed in a van, lorry, car, briefcase, handbag, carrier bag, in a biscuit tin, thermos flask, letter or posted package. Incendiary devices may be as small as a cigarette packet.

Establishments may not be a major target for terrorism, but the target for other organisations or of persons with a grievance. Bombs can be planted indiscriminately, or the premises may become involved in an attack in which it is not the primary target simply because of its location.

Terrorist attacks vary with the time of year and the political climate and reports in the media help to assess the current level of terrorist activity. In addition, advice may come directly from the Police.

Attacks by others could be at any time. It is vitally important to encourage staff/pupils/students/service users/visitors to be alert at all times to suspicious objects and persons, both inside, and outside buildings.

It is important that plans are in place giving detailed procedures to be implemented in the event of an actual or threatened bomb attack or indeed for any emergency which may entail an evacuation of the premises.

## **Guidance**

This documents can be used to determine a procedure to be used to deal with a bomb threat and/or suspicious item.

- Follow the Evacuation Policy to evacuate children and staff.
- This procedure and any subsequent actions should not, as a general rule, be confused with the fire evacuation procedures for the building.
- A risk assessment must be undertaken to assess the nature of the threat to each building. This must take into account other nearby premises that may be high risk, history of any threats, whether the building would be 'attractive' to activists for any reason, how easy it would be to target etc.
- A procedure must be determined to comply with legislation aimed at dealing with serious and imminent danger and providing guidance to staff/pupils/students/service users/visitors on when they should stop their activities and move to a place of safety. Consideration must be given to preventative measures such as limited access to buildings, good housekeeping practices to ensure anything suspicious is noticed quickly and ensuring staff/pupils/students/service users/visitors are alert to the dangers of strangers in the building, unattended packages, etc.
- Staff/pupils/students/service users/visitors likely to receive a telephone bomb threat should be aware of the basic procedures to follow. They should know to keep calm, try to obtain as much information as possible from the caller, keep the line open after the call ends to enable a trace to be made and report the call to the Headteacher and SLT as soon as possible. If possible, the person receiving the call should try to find out the location of the bomb, what time it is likely to go off and why it has been planted (the form attached can be used to record information).
- Any staff member/pupil/student/service user/visitor who believes they have found a suspicious package/object should not attempt to move it but evacuate the immediate area and inform the Headteacher or SLT. This person should be available to be interviewed by the Police.
- Mobile phones, radios and other electronic devices must not be used and be turned off in the near vicinity (15 metres) of a suspicious package/object.
- On receipt of a warning, the Headteacher or SLT will decide the course of action. This could be to do nothing, to ask individuals to search their part of the building then evacuate or, to evacuate immediately.
- The method of raising the alarm to evacuate for a bomb threat and/or suspicious package/object will vary depending on the size of the building and number of occupants. It is vital, however, that all staff/pupils/students/service users/visitors and others using the building are aware of what method will be used, what is expected of them regarding searching and where their place of safety is.
- Arrangements must be pre-determined for disabled staff/pupils/students/service users and a copy of their Personal Evacuation Plan (PEP) should be held by an appropriate member of staff.
- When everyone has arrived at the place of safety, the Evacuation Warden will check to ensure everyone is accounted for and liaise with the emergency services.

**Above all, personal safety is paramount and must not be unduly jeopardised**

## **BOMB THREATS BY TELEPHONE FORM**

## THE CALL

- Switch on recording equipment (if available).
- Tell caller the name of the building and town you are answering from.
- Record the exact working of the threat (let the caller pass the message without interruption):

- 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? (check caller display) \_\_\_\_\_  
\_\_\_\_\_.
- Record time call completed. \_\_\_\_\_  
\_\_\_\_\_.
- DO NOT HANG UP THE CALL
- Inform security (or appropriate senior manager).

- name of person informed. \_\_\_\_\_  
\_\_\_\_\_.
- telephone number of person informed. \_\_\_\_\_  
\_\_\_\_\_.

- Contact the police on 999.

- time informed. \_\_\_\_\_  
\_\_\_\_\_.
- crime number. \_\_\_\_\_  
\_\_\_\_\_.

- Record the following information:

- time and date of call. \_\_\_\_\_  
\_\_\_\_\_.
- length of call. \_\_\_\_\_  
\_\_\_\_\_.
- telephone number call received on. \_\_\_\_\_  
\_\_\_\_\_.

### **ABOUT THE CALLER**

The following part can be completed once the call has ended.

- sex? Male/Female/Unsure  
\_\_\_\_\_.
- nationality? \_\_\_\_\_  
\_\_\_\_\_.
- age? \_\_\_\_\_  
\_\_\_\_\_.

- language? (tick)
  - Well spoken?
  - Irrational?
  - Taped message?
  - Offensive?
  - Incoherent?
  - Message read by threat-maker?
  - Did person sound to be forced to speak?
- caller's voice? (tick)
  - Calm?
  - Crying?
  - Clearing throat?
  - Angry?
  - Nasal?
  - Slurred?

- Excited?
- Stutter?
- Disguised?
- Slow?
- Lisp?
- Accent? If so what type\_\_\_\_\_

\_\_\_\_\_.

- Rapid?
- Deep?
- Hoarse?
- Laughter?
- Familiar? If so, why/who\_\_\_\_\_

\_\_\_\_\_.

- Multiple speakers? If so, how many\_\_\_\_\_

\_\_\_\_\_.

○ background sounds? (tick)

- Street noises?
- House noises?
- Animal noises?
- Crockery?
- Motor?
- Clear?
- Voice?
- Static?
- PA System?
- Booth?
- Music?
- Factory machinery?
- Office machinery?
- Well spoken?
- Other? (specify)\_\_\_\_\_

\_\_\_\_\_.

## PERSON RECEIVING CALL

Name. \_\_\_\_\_  
\_\_\_\_\_.

Designation. \_\_\_\_\_  
\_\_\_\_\_.

Signature. \_\_\_\_\_ Date. \_\_\_\_\_  
\_\_\_\_\_.



Department  
for Education

## 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.

### Signals

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

## Assembly points

- 1.
- 2.
- 3.

### Secondary (alternative) assembly point / place of safety

(for example, partner school / college / leisure centre) must be pre-arranged

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.**

### Indicators of a Suspicious Item

- 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?

### What to do if you see a Suspicious Item

- Do not touch it
- Try and identify an owner in the immediate area
- Check whether the item has suspicious characteristics

#### **If you still think it's suspicious (or in any doubt)**

- Clear the immediate area and adjacent areas (look for possible secondary devices)
- Dial 999 ask for the police
- Follow police 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

### Indicators of a Suspicious Package or Envelope

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

### **What to do if you identify a Suspicious Package or Mail Item**

- Do not touch
- If holding it, place it down carefully making sure 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 the area and adjacent 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.

## What to do if you receive a Bomb Threat on the telephone

- 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

## What to do if you receive a Bomb Threat electronically (email, social media etc)

- Alert the police immediately
  - The police 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
- Take a screenshot of the message, if possible
- Note any contact details in case the message is deleted (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