



Bomb Threat Policy and Procedures 2023

Introduction

The threat of terrorist violence has increased; recent events have shown that such 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 events.

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 office staff will immediately call emergency services and sound the fire alarm.

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Immediate actions in school hours- Teachers and TA's

The following actions will be taken in the event of a threat occurring during the school day:

1. SLT / Admin go around school to inform staff to evacuate the building. (Do not sound fire alarm) . Usual fire procedure roll call at assembly point in Sun Street
2. After roll call, if SLT show red card, this means that children should be evacuated to Palfrey Park due to heightened risk e.g. bomb threat, chemical leak, gas leak etc.
3. Children will exit along alley, down Sun Street towards Palfrey Park and cross the road Dale Street, to the park. To ensure an orderly and quick evacuation Year 2 need to move promptly through the gate, with TAs placed in the road to enable children to cross safely. Years 1, Rec, and Nursery need to follow promptly.
4. Once in the park, the children should remain in class groups (with teacher) and congregate in class lines in front of the bandstand.
5. In the case of bad weather or length of evacuation, it may be necessary to escort children to the church 'Church of the Nativity 'on Sun Street, where parents will be notified when or if necessary through teacher to parents website (text) or phone calls will be made where they can collect their children.
6. Children should remain in class groups with teacher/TA. It is the teachers' responsibility to ensure pupils are collected by an appropriate adult and marked off on the register.
7. All staff must remain at the evacuation point until dismissed by a member of the SLT

Immediate Actions- Office Staff

1. Start the evacuation during the call if there is another person present to do this.
Think about the call:
2. 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.
3. Content of the call – location of bomb, time of detonation
4. Was the caller male or female?
5. Did they have a pronounced accent?
6. Background noises.
7. Reason for the call, time permitting, try 1471 and see what number is returned.

Immediate actions out of school hours

If a key holder (caretaker) 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.

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Suspect Packages

Causes for concern could be packages delivered to the School. See Annex A for Aids to Detection. 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.

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- The school has just received a 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), addressed to. Postmark etc.
- 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.

Vehicle Bombs

In the unlikely event of suspect vehicle being left in the vicinity of the school the police should be notified immediately. Details required by the Police will include the registration number and description of the vehicle.

When moving the children into the safe areas, try to minimise exposure by moving along a route, which does not go past the vehicle. Any bomb involving a vehicle would cause a huge

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explosion and the only safe distance from such a device is the maximum that can be obtained. Moving the children into the Park would provide sufficient protection.

If the suspect car is in Sun Street then the children are best evacuated onto Milton Street and proceed to the park via Milton Street, Cobden Street, Dale Street.

Review

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

Effective date

This policy became effective February 2016

Reviewed 7.5.21 AW no changes required.

GB 25.5.2021

No changes required 2023 re-adopt

Annex A – Aids to Detection

Suspicious packages could be delivered to your home or workplace, so it is good practice to be vigilant and aware of what to do. You know what kind of mail and packages you usually receive. Look for things that are out of the ordinary, such as unexpected mail from a foreign country. The following might help in identifying a suspicious package:

- Unfamiliar return address or none at all
- Strange odour or noise
- Protruding wires
- Excessive postage
- Misspelled words
- Addressed to a business title only (e.g. President)
- Restrictive markings (e.g. Do not X-ray)
- Badly typed or written
- Rigid or bulky letters
- Lopsided or uneven
- Excessive wrapping, tape or string
- Oily stains, discolouration or crystallization on wrapping
- Leaking

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The contents of a letter or package may cause concern if:

- You see powder or a liquid.
- It contains a threatening note.
- It contains an object that you did not expect to receive or cannot identify.

If you are worried about a package or letter you have received:

- Do not handle, shake, smell or taste it.
- Leave the letter or package where it is.
- Get everyone out of the room and close the door.
- Call 999
- Wash your hands with soap and water.
- If applicable, alert building security or the superintendent.
- Wait in a safe place until the police or fire response teams arrive.

If you have opened a suspicious package:

- Leave the package where it is.
- Remove any clothing that has powder or liquid on it and seal it in a plastic bag.
- Get everyone out of the room and close the door.
- Wash your hands or shower with soap and water.
- Call 999
- Wait in a safe place until the police or fire officers arrive.

The police, other emergency workers and public health authorities will give advice about what to do next.

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USEFUL TELEPHONE NUMBERS:

POLICE	999
HEADTEACHER MOBILE: (AW)	07742 382260
DEPUTY MOBILE: (AH)	07764 499198
SCHOOL BUSINESS MANAGER MOBILE	07554 01866
PALFREY JUNIORS	01922 721092
DALE STREET CHURCH	01922 633451/07977 280253
PALFREY PARK RANGER	07738 892261
COLEEN JONES	07970 598389
WALSALL COUNCIL	01922 650000