

School Bomb Alerts & Emergency Procedures Policy



Date Created:	Date of Amendment: March 2016	Date of Next Review: If and when required
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Responsible Directorate/Division	Risk and Emergency Planning Division	
Supporting documents, procedures & forms of this policy	Checklist for dealing with a telephone bomb threat (App. 'A') Warning letter/parcel bombs and suspect packages (App. 'B' & 'C')	
References & Legislation	Health and Safety at Work Regulations 1992 Bombs Protecting People and Property 4th Edition (Home Office) Counter Terrorism Protective Security Advice (NaCTSO)	
Schools Consultation Audience	Andy Priest – Police Security Advisor	
Headteachers checklist	<ol style="list-style-type: none"> 1. Staff to familiarize themselves with bomb alert and evacuation procedures; 2. Managers and staff to ensure that they are aware of their responsibilities, as per the plans, during bomb alerts and subsequent evacuations; 3. Head teachers to identify Evacuation and Assembly officers; 4. Head teachers to ensure that the procedures are tested; and 5. The governing bodies of schools are directed to adopt the policy, as from time to time revised, and implement its procedures. 	

Introduction

The threat of terrorist crime is ever present and in this current climate has its connections with the Middle East. However, it is equally important to keep the threat in perspective, that is terrorist incidents nationally are rare and the threat level within Halton is very low.

There is a legal obligation to plan for Bomb Threats as provided by the Health and Safety at Work Regulations 1974 that states that all employers are responsible for safety on their premises and requires them to identify appropriate procedures for serious, imminent danger.

Scope

The Policy identifies standard procedures for bomb alerts and subsequent evacuation for all school premises. Template for developing procedures is contained in appendix 'D' and, once completed, must be communicated to staff.

These procedures can also be used when there are external threats, in particular involving firearms, and there is a need to move to places of safety in the centre of buildings whilst decisions over evacuation are being established, e.g. 'lockdown' (see Security Guidelines).

There are two types of threats,

1. Hoax threats designed to disrupt, test reactions or divert attention; and
2. Warnings of a genuine device. These may be attempts to avoid casualties or enable the terrorist to blame others if there are casualties. However genuine threats can provide inaccurate information about where and when a device might explode

Responsibilities

Head teachers are to develop and communicate local procedures for bomb alerts.

Notification of a Bomb Alert

Head teacher is to,

Take charge of any bomb threat incident at their school by: -

1. Assessing threat level;
2. Liaising with Police;
3. Making the decision to evacuate and nominate an assembly area; and
4. Making the decision to reoccupy the building.

It is important that they always remain alert to the threat from terrorism, nationally, domestically and from domestic extremist groups. This can be done by visiting www.mi5.gov.uk or by contacting Cheshire CTSA's at ctsa@cheshire.pnn.police.uk. During any bomb threat incident attending police will have access to the current threat levels.

The decision to evacuate will be based on the information received about the threat and there are three options,

- a. Do nothing – low level threat that could include call from a child or drunk, however, if there is the slightest doubt the Coordinator must adopt one of the other options; or
- b. Search of building without immediate evacuation – low level threat and there is no reason to believe that an explosion is imminent; or

- c. Searching a building with partial evacuation - the size of the object found i.e. thin letter, which could not contain enough material to cause structural damage outside of the immediate vicinity, therefore the evacuation is to surrounding rooms including those above and below; or
- d. Evacuate immediately – reason to believe that information is credible, then there must be full or partial evacuation as quickly as possible.

On every occasion the decision to evacuate should be made in consultation with the Police. Points to consider when it has been decided to evacuate the building,

- Mobile phones should not be used
- The fire alarm is not to be used. If possible agree a discrete signal which will immediately alert staff to the fact that it is a bomb alert as opposed to a fire evacuation. This could be by use of an intermittent sounder, the additional use of a klaxon or verbal communication. It is important not to create fear and panic amongst the pupils.
- Car parks should not be used as assembly areas
- On evacuation buildings should not be re-entered and personal items should be left behind
- Staff should be able to distinguish between fire alarms and bomb alerts and it is important not to create fear and panic
- Depending on the size of the suspected device, the assembly point should be,
 - **100 metres for small items** including parcel bombs
 - **200 metres for larger items** including cars
 - **400 metres for vans and LGV's**
- Nominated assembly points should be behind 'hard cover' (substantial brick walls or concrete) and away from glass (glass is the major cause of injuries in an explosion);
- Nominated assembly points should not be close to "secondary hazardous" such as gas, electricity, petrol and diesel storage;
- Nominated assembly points should be searched for suspicious devices;
- Disabled staff should be individually briefed on their evacuation procedures
- If the location of the suspected device has been identified, evacuate using a route which avoids that area

Evacuation officers are to,

- a. To assist the Head teacher in raising the alarm and notifying staff of the assembly point and evacuation route.

Assembly officers are to,

- a. Ensure that all staff and pupils lists are updated.
- b. At assembly point, check that all staff and pupils are accounted for and report any missing staff to the officer in charge.

Actions

Head teachers are responsible for developing plans (see appendix 'A') for dealing with bombs, which identifies specific roles and explains the differentiation between a fire alarm and a bomb alert.

This will include staff being made familiar with this document and in particular the following actions:

Finding Suspicious Articles

- Do not touch suspicious items
- Move everyone away to a safe distance
- Prevent others from approaching
- Communicate safely to staff, visitors and the public
- Use hand-held radios or mobile phones away from the immediate vicinity of a suspect item, remaining out of line of sight and behind hard cover
- Notify the police
- Ensure that whoever found the item or witnessed the incident remains on hand to brief the police.

Telephone Bomb Warning

- When a call is received continue the conversation whilst attempting to alert a colleague to the issue. Checklist for calls is contained in appendix 'B';
- The Head of the school and the police must be notified immediately;
- In consultation with Police a decision is to be made on whether to evacuate the building; and
- The person receiving the call should try to remain calm and get as much information as possible.

Letter / Parcel Bombs:

Terrorists and others wishing to cause harm or disruption have long used postal and courier services to deliver hazardous items to target recipients. Delivered items can include letters, packets and parcels and may contain:

- Explosive or incendiary devices
- Sharps or blades
- Offensive materials
- Chemical, biological or radiological (CBR) materials or devices.

A delivered item will probably have received fairly rough handling in the post and so any device is unlikely to function through being moved, but any attempt at opening it may set it off. Therefore:

- Staff opening incoming mail should remain vigilant at all times;
- They should be familiar with what may be a suspect package and look for the give away signs (see appendix 'C'). It is advisable that a copy of this is displayed in the post – handling area;
- Place the package on the nearest horizontal firm surface. Make no attempt to open it;
- Do not touch or move the package further;
- Order any other staff present to leave the room as quickly as possible;
- Prevent other persons from entering the room;
- If it is possible, open the windows of the room before leaving;
- Leave the room closing the door;

- Lock the door if possible and give the key to the Head of the school or the police;
- The Head of the school and the police must be notified immediately;
- It is up to the Head of the school to consider full building evacuation, which is dependent on size of package, letter size devices and staff must go beyond the police cordon;
- An alternate is to evacuate adjacent rooms and rooms above and below;
- Do not stay behind to make the phone call to the Police;
- The evacuation route should be co-ordinated to avoid entering the area near to the suspect package; and
- Remaining occupants in the building should be made aware of problems, reassured and allowed to carry on working but they should be prevented from entering into the cleared areas.

N.B.) On no account should a suspicious package be taken to the police or the security officer. It should not be placed outside in the street, put in a bucket of water or covered with sand.

Personal Safety

If a suspicious object is found, **do not touch it**. Before transmitting on a radio or mobile phone **move away** and transmit from behind hard cover.

Hand held radios: - *minimum 15 metres*

Radios fitted in vehicles: - *minimum 50 metres*

Mobile phones switched off and not used within: - *minimum 50 metres*

Review and Evaluation

In order to ensure that this policy continues to be effective and applicable to the Council, the program will be reviewed biennially by Risk and Emergency Planning and relevant stakeholders. Conditions which might warrant a review of the policy on a more frequent basis would include:

- Changes to legislation;
- Employee concern.

Following completion of any review, the program will be revised and/or updated in order to correct any deficiencies. Any changes to the program will be consulted through the relevant stakeholders.

Version Control and Change History

Version Control	Date Released	Date Effective	Amendment
1	Jan 10	Apr 1 st - 2010	Policy Created
2	Jan-13	Jan-13	Amendments highlighted by Police Security officer, email
3	July 2015	July 2015	Updated date of review
4	February 2016	Mar 2016	Updated with Government guidance

Name of School Hale CE Primary

Bomb Threat Coordinator Marianne Mowatt

Deputies Sandra Mew, Caroline Millington

- BCT to
- a. Assess threat level;
 - b. Liaise with Police; and
 - c. Make the decision to evacuate and to reoccupy the building.
- And decide to,
- a. Do nothing
 - b. Search building w/o evacuation
 - c. Evacuate immediately

The assembly areas with safe evacuation routes are,

1. Playground via external classroom doors
2. Field via external classroom doors

- ✓ **100 metres for small items** including parcel bombs
- ✓ **200 metres for larger items**

Notify internally,

1. MM and/or SC to notify SM & Y2
2. SM to notify Y1 & staffroom
3. MM and/or SC to notify CM & Y3
4. CM to notify Y4 & Y5

Yes No

	<input type="checkbox"/>	<input type="checkbox"/>

1. Bomb Threat Coordinator to identify assembly areas and safe evacuation routes. The evacuation route should be co-ordinated to avoid entering the area near to the suspect package;

Notify externally,

1. MM or SC to notify police
- 2.
- 3.
- 4.

No

	<input type="checkbox"/>	<input type="checkbox"/>

2. Bomb Threat Coordinator to brief Evacuation and Assembly officers;

3. All staff and visitors to be alerted to the fact that it is a bomb alert and notified of the nominated assembly areas and safe evacuation routes;

4. Prior to evacuation and if safe to do so, all staff to made cursory search of their own area for any suspicious packages and report to Assembly officer

Other means of Communications

1.	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>

IMPORTANT KEYS

<u>Key Holders</u>	<u>Location of keys to the building</u>	<u>GATE KEYS</u>
Caretaker Mr Douglas Roberts Headteacher Mrs Marianne Mowatt Assistant Headteachers x 2 Miss Caroline Millington Mrs Sandra Mew	Mr Douglas Roberts 67 Cocklade Lane Hale Village Liverpool L24 4RD Tel: 0151 425 4707 Mob: 07561459175	M Mowatt S Cox Either S Mew or C Millington Spare Key at Junior Entrance
Main vehicle gate Key to caretaker's room Master key for inside building Keys for electric and gas metres	Keys for shutters to - Main door Reception Class door Year 1 Class door Main Pupil entrance	

CONTRACTORS AND VISITORS

- If you are asked to evacuate the building please follow instructions from school staff by leaving the building and assembling with the rest of the school.

EVACUATION PROCEDURE

- When alerted, staff to lead their class quietly and quickly outside to the directed Assembly Points via the exits onto the playground unless told otherwise.
- A responsible adult in Key Stage 1 area (Assistant Head/or person nominated by Assistant Head) to check Key Stage 1 practical area, staff room, disabled toilet and KS1 toilets before leaving the building.
- A responsible adult in Key Stage 2 area (Assistant Head/or person nominated by Assistant Head) to check Key Stage 2 practical areas and KS2 toilets before leaving the building.
- Office staff to collect registers from office and hand them to the appropriate teaching staff once assembled outside. Office staff to take gate key and mobile phone out to assembly point.
- Headteacher and office staff to check, staff toilet and hall before leaving the building, taking the gate key and mobile phone to assembly point
- Kitchen staff to check their toilet area and store room before leaving the building.
- Teaching staff to carry out a register check once assembled outside.

- Mobile phones to be turned off unless being used to keep open communication with outside agencies, such as the Police
- Headteacher to verify register check and upon advice from Police signal all clear.

2. On hearing an instruction to evacuate the building

- Leave the building by the most suitable exit and report to the person in charge at the Assembly Point on : PLAYGROUND or PLAYING FIELD

Remember:

- Always use the exit indicated by the coordinating officer.
- Do not stop to collect personal belongings
- Do not re-enter the building until the Co-ordinating Officer gives the OK.

STAFF & VISITORS MUST ENSURE THAT THEY ARE FAMILIAR WITH ALL EXITS

CHECKLIST FOR DEALING WITH A TELEPHONE BOMB THREAT

The member of staff who receives the threat will probably not be prepared and so general advice will include,

- Stay calm and listen and you will be able to gather more crucial information.
- Try to obtain as much information as you can.
- Signal immediately to a colleague that an incident is in progress.
- Do not put the handset down as the longer you stay on the line, the better the chance of the call being traced.
- Immediately relay the message to the Head teacher.

Further actions to be taken on receipt of a bomb warning:

- Switch on recorder/voicemail (if connected).
- Tell the caller which town/district you are answering from.
- When the caller rings off, dial 1471 (if that facility operates and you have no automatic number display) to see if you can get their number.
- 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 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 Coordinator 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 Coordinator 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 (approximate):.....
- Nationality:.....

As soon as you have taken the call, complete the following details:

Details of Caller

Man	<input type="checkbox"/>	Old/Young	<input type="checkbox"/>
Woman	<input type="checkbox"/>	Not known	<input type="checkbox"/>
Child	<input type="checkbox"/>		

Speech

Intoxicated	<input type="checkbox"/>	Laughing	<input type="checkbox"/>
Incoherent	<input type="checkbox"/>	Serious	<input type="checkbox"/>
Rambling	<input type="checkbox"/>	Message read or spontaneous	<input type="checkbox"/>
Message read by threat maker	<input type="checkbox"/>	Disguised e.g. electronically	<input type="checkbox"/>
Accent (Specify if possible)	<input type="checkbox"/>	Well spoken	<input type="checkbox"/>
Offensive	<input type="checkbox"/>	Taped message	<input type="checkbox"/>
Irrational	<input type="checkbox"/>	Serious	<input type="checkbox"/>
Calm	<input type="checkbox"/>	Crying	<input type="checkbox"/>
Clearing throat	<input type="checkbox"/>	Angry	<input type="checkbox"/>
Nasal	<input type="checkbox"/>	Speech impediment	<input type="checkbox"/>
Excited	<input type="checkbox"/>	Stutter	<input type="checkbox"/>
Disguised	<input type="checkbox"/>	Slow	<input type="checkbox"/>

Lisp
Deep
Laughter

Rapid
Hoarse
Familiar
(Specify why)

Distractions

Noise on the line
Call box pays tone
Or coins
Operator

Interruptions
anyone in background?

Background sounds

Street noises
House noises
Crockery
Machinery
Aircraft
Booth
Typing
Other

Railway Station
Animal noises
Motor
Static
PA system
Factory machinery
Children

Other remarks:

Person receiving the call.....

Number of telephone on which call was received

Date of incident

POST ROOM

WARNING LETTER/PARCEL BOMBS AND SUSPECT PACKAGES

Pay particular attention to:

OILY STAINS

LOPSIDED OR UNEVEN ENVELOPE

FOREIGN MAIL AND SPECIAL DELIVERIES

RESTRICTIVE MARKINGS – CONFIDENTIAL, PERSONAL ETC.

EXCESSIVE POSTAGE

IT IS UNEXPECTED OR UNUSUAL ORIGIN FROM AN ORIGINAL SENDER

EXCESSIVE USE OF WRAPPING MATERIAL SUCH AS A JIFFY BAG OR SIMILAR PADDED ENVELOPE

RIGID CONTENTS IN FLEXIBLE ENVELOPE

INCORRECT TITLES

TITLES BUT NO NAMES

UNUSUALLY HEAVY

(Most letters weigh 28g or 1 ounce whilst letter bombs weigh 50-100g and are 5mm or more thick)

ENVELOPE FLAP STUCK DOWN COMPLETELY

(A harmless letter usually has an ungummed gap of 3-5mm at the corners)

PIN-SIZED HOLE IN ENVELOPE OR PACKAGE WRAPPING

ADDITIONAL INNER ENVELOPE, AND IT IS TAPED OR TIED

MIS-SPELLINGS OF COMMON WORDS

HANDWRITTEN OR POORLY TYPED ADDRESSES

WRITING IS IN AN UNFAMILIAR OR UNUSUAL STYLE

LETTRASET OR STENCILLED ADDRESS

PROTRUDING WIRES OR TINFOIL

UNUSUAL SMELL IN PARTICULAR BLEACH, ALMONDS OR MARZIPAN

LOOSE POWDER

NO SENDERS ADDRESS

VISUAL DISTRACTIONS

UNEXPECTED DELIVERY

If you are concerned, immediately contact a Bomb Threat Coordinator or Senior Manager.
Do not attempt to open the package.

Vacate the room immediately, leaving the package where it is.