



Bomb threat – school evacuation procedure

Although bomb threats usually turn out to be hoaxes, they must always be taken seriously. It is important that reception/ staff receiving the call know what questions to ask the caller so they may pass on as much information as possible to the Police.

The recipient of a telephone call indicating a bomb on the premises should attempt to obtain as much information as possible from the caller:

1. Stay calm
2. Let them finish the message without interruption. Try to record exactly what they say
 - Date, time and telephone number called
 - What the caller said - be as detailed as you can be, including any slang terms and swear words or slogans
 - Any distinctive background noises such as traffic or weather (wind or rain etc.)
 - Ask them for as much detail as possible on the location and the type of device and in particular, when it is supposed to go off

Anyone identifying a suspicious device inside or outside a building must not touch or handle it.

The police must be called!

A decision to evacuate will be taken by Site Manager and Headteacher

Subject to threat assessment, the following procedures will be adopted:

The building **MUST** be evacuated; however, this may not follow normal evacuation procedures since it is possible that a device may be located near the normal assembly point or en route. Evacuation may be to an *alternative location further away from the building*. Safety Officers will instruct building occupants on where to go.

Evacuation will be achieved by a message from dedicated person

It is important that pupils are evacuated to safety. If possible, you can collect your belongings. Turn off electrical and gas equipment.

Office staff (In their absence CH/AW) will collect key stage one registers, visitor's book and take them to allocated assembly point.

Procedures may need to be adapted to avoid entry to the area where the suspect package or bomb is located, for example by using Fire Wardens to prevent the use of certain evacuation routes.

Upon notification of the receipt of a bomb threat, Security Services will:

- Attend the scene
- Liaise with the School staff at the allocated assembly point

LOCATIONS OF ALTERNATIVE ASSEMBLY POINTS

1. FOOTBALL PLAY GROUND
2. ST. PHILIP'S CATHOLIC CHURCH
3. ST. MATTHEWS PRIMARY SCHOOL
4. SIDE PARKING
5. CAP Centre

Police assistance

Close liaison between the Evacuation Officer and the police will be essential. The nature of the incident and complexity of the building may result in members of staff being asked to voluntarily look round their normal place of work to identify any unusual objects or conditions, in support of police operations. This will be based upon staff's knowledge of buildings and their ability to recognise unusual or out of place conditions or objects.

School will keep parents informed as soon as possible and will arrange care for pupils who are unable to return home or whose parents/carers are unable to collect them.

Site Manager

Martin Ziobrowski