

# Cawood CE Primary - BOMB THREAT POLICY

Document Status			
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<b>Date of Policy Adoption by Governing Body</b>		<b>Responsibility</b>	Chair of H & S
Last reviewed:		<b>Signed:</b>	<b>J Grey</b>
<b>Method of Communication</b>	Website, Server		

## 1. General Statement

This policy is to be followed in the event of a bomb threat. The building should be evacuated immediately and not returned to until the relevant authorities have advised it is safe to do so.

We will keep staff informed of any changes that are made to our procedures and risk assessments. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they're aware of, and familiar with, all available escape routes.

## 2. Employees' Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others, at risk or harm. They're also expected to co-operate fully in complying with any procedures that may be introduced as a measure to protect the safety and well-being of staff and visitors.

Fire/evacuation marshals are responsible for ensuring all persons have evacuated the building and a register is available for the emergency services.

All new members of staff and temporary employees will be provided with induction training on how to raise the alarm and all available escape routes.

Training will be provided, as necessary, to staff who have been given extra responsibilities, such as fire/evacuation marshals.

The school has 9 fire/evacuation marshals:

1. Nursery lead teacher
2. Class 1 teacher
3. Class 2 teacher
4. Class 3 teacher
5. Class 4 teacher
6. Class 5 teacher
7. Headteacher
8. Office admin. Manager
9. Office admin assistant

All fire/evacuation marshals to be very visible as a focal point.

Fire/evacuation marshals to wear yellow high vis. Jackets

The Head to wear a bright orange high vis. Jacket so that he is a clear focal point for the emergency services in the event of an emergency.

### **3. Dealing with Suspect Packages**

A suspect package can be left anywhere by anyone, and can have any appearance. It should not be handled, moved or tampered with in any way. If you're in any doubt about a package, leave it alone and report it immediately to the person in charge.

Possible indications of a suspect package may include:

- Protruding wires
- Noise or smoke from the package
- Grease marks on the wrapping
- A letter that is unusually thick (over 5mm), excessively heavy, lop-sided or stiffened
- An inner envelope which is tightly taped or bound
- Evidence of a powder like substance

If a suspect package is found, the area around it must be kept clear of people until the package has been made safe by the relevant authorities.

**4. These are the indicators that there is something wrong With the package and it may be a bomb or chemical devise design to cause as much damage as possible.**

**These are the immediate steps to be taken if you receive a suspicious package or come into contact with a biological or chemical substance.**

Postal bombs or biological / chemical packages may display any of the following signs:

- Grease marks or oily stains on the envelope or wrapping
- An unusual odour including (but not restricted to) almonds, ammonia or marzipan
  - Discolouration, crystals on surface or any powder or powder-like residue on the envelope or wrapping (suspect biological / chemical threat)
- Visible wiring or tin foil
- The envelope or package may feel very heavy for its size
- The weight distribution may be uneven
  - Delivery by hand from an unknown source or posted from an unusual place
- If a package, it may have excessive wrapping
  - There may be poor handwriting, spelling or typing
- It may be wrongly addressed, or come from an unexpected source
  - No return address or postmark that does not match return address
- There may be too many stamps for the weight of the package.

## **5. These are the essential steps to take if you suspect that a package may contain a bomb**

Place on a horizontal, firm surface

Do not touch further

Clear the room / area outwards

Call 999 and inform the Principal

Prevent new visitors from entering the school wherever possible

Do not use or allow others to use mobile phones or radios within 14m of the package

Try to keep a clear route to the package

Leave a marker to assist the police in locating the device

Evacuate if necessary

### **If you suspect that a letter or a package may contain a biological or chemical threat:**

Place on a horizontal, firm surface

Do not open to examine

Call 999 and inform the Principal

Turn off any air conditioning

Prevent new visitors from entering the school wherever possible

Close all windows and doors

Evacuate and secure the room and move to a safe location

## **6. Bomb Threat Checklist**

This checklist is designed to help your staff deal with a telephone bomb threat and to record vital information for the emergency services.

Immediately after the call, phone 999 to report it to the police. If the caller informs you that the bomb is in your building, report it to your supervisor, who

can instigate the evacuation procedure. Don't activate any alarms as this may trigger the device.

**THIS FORM SHOULD BE COMPLETED ONCE THE CALLER HAS HUNG UP**

Date and time of call:

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Duration of call:

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Name of person taking the call:

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Location of bomb:

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About the caller:

Sex:

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Nationality:

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Estimated age:

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Tone of voice, i.e. scared, excited, upset, aggressive:

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Background noises, i.e. cars, people, music, machinery

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Remarks or code words used:

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Other relevant information:

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Signature of call taker:

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Print name:

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Time and date:

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