



BOMB THREAT POLICY

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.

SOUTH OTTERINGTON C OF E SCHOOL

1. General Statement

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. Employee's 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. Names and locations of marshals will be posted on company notice boards.

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

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.

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.

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:

Duration of call:

Name of person taking the call:

Location of bomb:

About the caller:

Sex:

Nationality:

Estimated age:

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:

Print name:

Time and date: