

<b>Policy Title:</b>	<b>Bomb Threat Policy 2023-2024</b>
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<p><b>1</b></p> <p><b>2</b></p> <p><b>3</b></p> <p><b>3.1</b></p> <p><b>3.2</b></p> <p><b>3.3</b></p> <p><b>3.3.1</b></p> <p><b>3.3.2</b></p>	<p><b>Rationale:</b> It is extremely important that members of staff know how to act during a bomb threat situation.</p> <p><b>Aims:</b></p> <ul style="list-style-type: none"> <li>• Establish a clear policy on what to do during a bomb threat</li> <li>• Ensure the calm and efficient evacuation or lock down of the school in case of a bomb threat.</li> </ul> <p><b>Policy Statement:</b></p> <p>Bearing in mind that the most important criteria governing all decisions MUST be student safety, all staff members should take the following steps in preparation for bomb threats:</p> <ul style="list-style-type: none"> <li>• Read and understand the procedures in this document and the Fire Drill Procedure and Lock Down Procedure poster displayed in every room.</li> <li>• Ensure that class registers are accurate and readily available</li> <li>• Ensure that those you supervise are also aware of these procedures</li> </ul> <p>Types of threats Threats may come in from different channels, with each requiring a different way in which to handle them. The following channels are further outlined in this document.</p> <ul style="list-style-type: none"> <li>• E-mail</li> <li>• Social media</li> <li>• Telephone</li> </ul> <p><b>Bomb Threat procedures</b></p> <p>Email</p> <p>In case a threat comes in via email please take the following steps</p> <ol style="list-style-type: none"> <li>1. <i>Immediately contact the Principal or her replacement and provide the details of the email.</i></li> <li>2. <i>The Principal contacts the police and Taaleem CO.</i></li> <li>3. <i>Based on the advice of the police the principal can initiate an evacuation or lock down dependent on the situation.</i></li> <li>4. <i>Do not use mobile phones near the treat area as this might trigger an explosive to go off</i></li> <li>5. <i>In case of an evacuation the main assembly point will be the safe haven. (the Principal directs all classes and members of staff onwards to the safe haven)</i></li> <li>6. <i>The attendance will be taken at the safe haven.</i></li> <li>7. <i>The Principal will report to the police when the lock down or evacuation is complete and awaits further instructions.</i></li> </ol> <p>Social media</p> <p>In case a threat comes in via social media please take the following steps</p>
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1. Immediately contact the principal or her replacement and provide the details of the threat.
2. The Principal contacts the police and Taaleem CO.
3. Based on the advice of the police the Principal can initiate an evacuation or lock down dependent on the situation.
4. Do not use mobile phones near the treat area as this might trigger an explosive to go off.
5. In case of an evacuation the main assembly point will be the safe haven. (the Principal directs all classes and members of staff onwards to the safe haven)
6. The attendance will be taken at the safe haven.
7. The Principal will report to the police when the lock down or evacuation is complete and awaits further instructions.

### 3.3.3

#### Telephone

In case a threat comes in via telephone please take the following steps

1. Record the exact wording of the threat.
2. Ask the following questions:

- **Where is the bomb right now?**
  - **When is it going to explode?**
  - **What does it look like?**
  - **What kind of bomb is it?**
  - **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?**
3. Record the time the call is completed.
  4. Where automatic number reveal equipment is available, record number shown.
  5. If possible, request the nearest person to you to alert the Principal while you continue to receive the call and record the details.
  6. The person taking the Bomb Threat call will complete a report as soon as possible after the call has ended:
- **Time and date of the call**
  - **Length of the call**
  - **Number at which the call was received (i.e. your extension number)**
  - **Assessed gender of the caller**
  - **Assessed nationality/ethnicity of the caller**
  - **Approximate age of the caller**
  - **The caller's threat language:**
  - **Well spoken? Irrational? Taped message? Offensive? Incoherent?**
  - **The caller's voice characteristics:**
  - **Calm? Crying? Clearing throat? Angry? Nasal? Slurred? Excited? Stutter? Disguised? Slow? Lisp? Accent? If so, what type? Rapid? Deep? Hoarse? Laughter? Familiar? If so, whose voice did it sound like?**
  - **Background sounds heard:**

- **Street noises? House noises? Animal noises? Motor? Voice? Static? PA system? Music? Factory machinery? Office machinery?**
- **Any other remarks considered relevant**
  7. *Do not hang up the phone, even if the person making the treat has hung up. This allows the police to track the call easier.*
  8. *Immediately contact the Principal or her replacement after you have all the information above provide the details of the threat.*
  8. *Do not use mobile phones near the treat area as this might trigger an explosive to go off.*
  9. *The Principal contacts the police and Taaleem CO*
  10. *Based on the advice of the police the principal can initiate an evacuation or lock down dependent on the situation.*
  11. *In case of an evacuation the main assembly point will be the safe haven. (the Principal directs all classes and members of staff onwards to the safe haven)*
  12. *The attendance will be taken at the safe haven.*
  13. *The Principal will report to the police when the lock down or evacuation is complete and awaits further instructions.*

**Note:** During the evacuation do not mention the reason for the evacuation as this may lead to panic.

**Safe Haven:** The Safe Haven for a full evacuation of the school site will be the pavilion.

**4 Applicable to:**

All staff, students and visitors

**5 Related documents**

Health and Safety Policy/DBSJP emergency evacuation policy/DBSJP lock down procedure

**6 Implementation Date:** August 2020

**Review date:** August 2024