

Ysgol Aberconwy



Bomb Threats Arrangements and Responsibilities

POLICY DOCUMENT NO: 59

ISSUE NO: 2

THIS POLICY HAS BEEN APPROVED BY THE FULL GOVERNING BODY

Signed:

Date: 01/12/22

Review due date : 01/12/24

LT Link : IG

Ysgol Aberconwy Bomb Threats Arrangements and Responsibilities Policy

This policy has been prepared in accordance with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Reg 1999 including subsequent legislation and regulations. The aim of this policy is to ensure that all practical steps are taken to secure the health, safety and welfare of all persons using the school.

This policy is in three main parts:

- The statement, which is the commitment of the governors to ensure a safe and healthy place of work and to employ safe systems of work.
- The organisation for implementing the policy, including allocation of functions to individuals.
- The areas of responsibility for carrying out the functions allocated to individuals and monitoring the effectiveness of the policy.

Statement of Policy

The governing body is committed to ensuring a high standard of health, safety and welfare for all staff, pupils, visitors and contractors, by ensuring the following:

- a) A procedure to be taken if a bomb threat situation should occur that will aim to maximize the safety and welfare of all persons on site.
- b) Encouragement for staff to participate in the promotion of health and safety standards in the school.
- c) This policy will be reviewed and updated as appropriate.

Organisational Functions

While bomb threats are not common they have occurred and can be frightening and disruptive. Threats can arise from both terrorists and those who simply have malicious intent. However the most likely threat to the school is from someone with a desire to disrupt the running of the school rather than a terrorist organisation wishing to cause an explosion on the premises. Nevertheless this cannot be assumed and all threats, however outlandish they may appear, will be taken seriously and the emergency services will be called.

Headteacher

The Headteacher shall inform members of the LT and KB of the bomb threat and will then take active steps to evacuate the building via the school tannoy, relaying the following information:

- The fire-alarm will sound shortly.

- On the sound of the alarm, all staff and pupils must collect all personal belonging that are presently with them and assemble on the fire assembly point (main KS3 yard).
- At no point must the school be re-entered.

School Business Manager

The School Business Manager (KB) will inform the emergency services of the threat.

Receiving a bomb threat by telephone

Anyone receiving a threat of a bomb by telephone should obtain as much information as possible from the caller and should follow the guidance below:

- Keep calm.
- If possible complete the 'Bomb Threat Notes' sheet (Appendix A).
- Note all possible details of the caller, including sex, age, language, caller's voice and any background sounds.
- Report the threat immediately to the Headteacher / School Business Manager.

Action on finding suspicious package or object

- Suspicious packages or objects must not be touched or disturbed.
- If you are already holding it when you become suspicious, put it down carefully.
- Keep yourself and others as far away from the suspicious object as possible.
- Inform the Headteacher / School Business Manager of the object.
- Equipment that emits radio waves should not be operated in the vicinity of suspected devices.

Type of characteristics on suspicious packages and letters

- Excessive postage, no postage, or non – cancelled postage.
- Suspicious or threatening messages written on the package.
- Distorted handwriting or cut and paste lettering.
- Unprofessionally wrapped packaging or excessive use of tape and strings.
- Packages that are discoloured, oily, or have an unusual odour or ticking sound.
- Packages that have any powdery substance on the outside
- Packages that have excessive weight.

Evacuation

- On hearing the instruction by tannoy, followed by the fire alarm, all pupils and staff must vacate the building in a calm and orderly manner.
- The teacher in charge of each class must indicate the exit route to be used and direct pupils to the fire assembly point.
- Arrangements must be made for pupils with physical or mental disabilities to ensure that they are assisted during evacuation.
- No running is permitted to avoid panic.
- Pupils must assemble at the fire assembly point in single file lines.
- When all students have been accounted for, further evacuation to the bus park may be carried out under supervision in a controlled fashion.
- No one will be allowed to re-enter the building until told to do so by the Headteacher.

- In the event that an examination is underway in the school, additional procedures should be followed as indicated below.

Areas of Responsibilities

Please note Radio Control equipment must not be used in the vicinity of possible bomb devices.

The Fire Safety Co-ordinator / Health & Safety Officer (DY & KB) are responsible for co-ordinating the orderly evacuation of the building.

All members of teaching and teaching support staff are responsible for supervising pupils to the fire assembly point.

Evacuation procedures and procedures for identifying and locating missing pupils in the circumstances of a bomb threat are identical to those employed for emergency evacuations for any other reason.

Pupil Supervision and Behavioural Control

All Form Tutors must ensure that their particular form behaves appropriately. When Non-Form Teachers and Teaching Support Staff have completed additional duties, they are expected to assist Teachers with the pupils' behaviour.

At no point in the evacuation must the pupils be told of the bomb threat.

Meeting the Police / Fire Services

The Headteacher &/or Health & Safety Officer will identify themselves to the emergency services on their arrival and provide the following information:

- If all staff and pupils are accounted for.
- The nature of the bomb threat.

Informing outside agencies

When appropriate, the Headteacher shall inform the LEA of the bomb threat and when necessary, the Health and Safety Officer will report the occurrence as defined under RIDDOR.

Media

All inquiries by the media must be taken by the Head Teacher, Leadership Team or School Business Manager.

Bomb threat guidance for pupils sitting external examinations / staff invigilation

- Pupils should evacuate to a separate muster point on the AWP via a separate exit route from the exam hall with appropriate supervision in place – exam invigilators & exams officer will coordinate initial evacuation and support staff will be allocated from the central muster point to assist in supervision of exam students as necessary.
- Exit from the hall will be from the fire exit in the hall around the back of ‘Hub’ to the KS4 yard and to the AWP. Exit from the drama studio will be via the hall and then as above. Exit from other exam venues (ABCD, ALN rooms etc) will be via the nearest exit, under close supervision, and around the outside of the building to the AWP
- Exam papers should be left on desks
- Exam Register to be taken out to the muster point by invigilators
- Exam room to be locked by the exams officer
- Ensure exam pupils do not try to collect their bags (as these have been left unattended – staffing will be increased as indicated above to invigilate and maintain exam conditions as far as reasonably practicable e.g. communication, appropriate spacing between learners etc.
- After ensuring safety at mustering point for examination candidates:
The exams officer will contact Examination Board(s) to inform of issue and seek advice.
If all clear is given and building is deemed to be safe, Examination Board may give permission for examinations to continue. If this is not possible the Examination Board may advise that the examinations may not continue – papers to be collected etc. (once access allowed) Ongoing issues affecting later examinations (for example a delayed start) will also be discussed with the exam boards.
- Lynn Jones to the LEA (Enid Christie 01492 575033 or Iola Wyn-Jones 01492 575075 who will instigate the Critical Incident Plan to effect Press and transport arrangements etc.
- School will write to the Examination Boards and confirm special consideration / requirements procedures.

Appendix A

Bomb Threat Notes – Telephone

Guidance

- Immediately alert someone else if possible, but **do not put down the handset or cut off the caller.**
- Try to keep the caller talking (apologise for bad line, ask him to speak up, etc).
- Obtain as much information as you can.

Message (exact words)

.....
.....
.....
Which building is it in?
Where is it?
What time will it go off?
What does it look like?
What kind of bomb is it (type of explosive)?
Who are you? (name)
Time of call:

Details of Caller

Speech (Circle)

Man	Woman	Child	Young / Old	Not Known
Intoxicated	Irrational	Rambling	Speech Impediment	Accent
Laughing	Serious			

Was the message read or spontaneous?

Distractions

Any noise on the line, call box, interruption, back ground noise?

.....
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Other noises

Traffic Music Machinery Children Other:

Person receiving the call name:

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Number on which the call was received: