



St. Nicholas Priory C.E. V.A. Primary School

Bomb Threat / Fire Arms Attack Policy

BACKGROUND

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

Staff will be kept informed of any changes that are made to the procedures. Visitors will be briefed in evacuation procedures and not left alone unless they are aware of, and are familiar with, all available escape routes.

AIM

To ensure that everyone is kept safe in the event of a threat being made to the school.

ELIGIBILITY

This policy applies to all people on site and all emergency services.

SCOPE OF THE SCHEME

The school will achieve this by:

Responsibilities:

Employees' Duties

All staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm. They are also expected to co-operate fully in complying with any procedures that may be introduced as a measure to protect 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 all available escape routes and on how to raise the alarm. Training will be provided as necessary to staff who have been given extra responsibilities, such as fire/evacuation marshals.

Where ever possible, staff will follow the NaCTSO (National Counter Terrorism Security Office) guidance.

- **Staff with responsibility for opening and / or dealing with post** – should follow the procedures as in Appendix 1 for any suspicious packages

- **Staff with responsibility for answering calls** – in the event of a threat being made, staff should follow the guidance in Appendix 2

In the event of weapons or fire arms attacks the school will follow the Stay Safe principles **RUN, HIDE, TELL see Appendix 3**. The Head Teacher may make a decision, in the event of it being believed that there is someone on site with a firearm, to lock down the building. Staff should not do anything that might endanger themselves or put the lives of others at risk, such as attempting to tackle the person believed to have a weapon (see Intruder Policy, Security Alerts & Lock Down Procedures).

Information and Resources

The school will update policies and procedures in light of guidance from the Police and / or Norfolk County Council Critical Incident Team and will follow national guidance such as that given by NaCTSO.

Breaches of the Policy

Breaches of this policy will be dealt with in the same ways that breaches of other school policies are dealt with, as determined by the Head Teacher and Governing Body.

MONITORING

The Governing Body, the Head Teacher and/or an appointed person will review the policy.

REVIEW

This policy will be reviewed by the Establishment Committee annually.

Name/Signature of Chair of Governors: Dr Harry Taylor

Date:

Review date: February 2020

Appendix 1:

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 in 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.

Appendix 2:

Dealing with threats being made over the telephone.

Staff should use the **NaCTSO** guidance checklist (see below)

Bomb Threat Checklist

This checklist is designed to help staff to deal with a telephoned bomb threat effectively and to record the necessary information.

Actions to be taken on receipt of a bomb threat:

- **Switch on recorder/voicemail (if connected)**
- **Tell the caller which town/district you are answering from**
- **Record the exact wording of the threat:**

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?** _____

Record time call completed:

- **Where automatic number reveal equipment is available, record number shown:** _____
- **Inform the Security Co-ordinator of name and telephone number of the person informed:** _____
- **Contact the Police on 999. Time informed:** _____

The following part should be completed once the caller has hung up and the Security Co-ordinator and the police have been informed.

- **Time and date of call:** _____
- **Length of call:** _____
- **Number at which the call was received (i.e. your extension number):** _____

About the caller

- **Sex of caller:** _____
- **Age:** _____
- **Nationality:** _____
- **Callers Accent:** _____
- **Callers manner:** _____
- **Background Sounds:** _____

Appendix 3:

STAY SAFE: Terrorist Firearms and Weapons Attacks

Firearms and Weapons attacks are rare in the UK. The 'STAY SAFE' principles tell you some simple actions to consider at an incident and the information that armed officers may need in the event of a weapons or firearm attack:-

RUN

- Escape if you can
- Consider the safest options
- Is there a safe route? RUN if not HIDE
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind

HIDE

- If you can't RUN, HIDE
- Find cover from gunfire
- If you can see your attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls
- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone
- Lock / barricade yourself in
- Move away from the door

TELL

Call 999 – What do the Police need to know?

- Location – Where are the suspects?
- Direction – Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc
- Stop other people entering the building if it is safe to do so

ARMED POLICE RESPONSE

- Follow officers instructions

- Remain calm
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat
- Keep your hands in view