



HAYDON SCHOOL

Wiltshire Lane
Pinner
HA5 2LX
Tel: 020 8429 0005
Fax: 020 8868 2091

BOMB PROCEDURE

2016

BOMB PROCEDURE

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Bomb Procedure

Control Sheet

Application

This is appropriate to all School staff, Bellrock FM staff and Service Providers at Haydon School.

Purpose

This Bomb procedure is an operational document that helps to define the bomb procedure.

Attachments

Appendix 1 - Plan of Assembly Point

Appendix 2 - Aide Memoire for Bomb Threat

Appendix 3 - Suspect Packages

Forms

None

1. Bomb Procedure

2. Introduction

- 2.1 As long as there exists a threat of bomb attacks by extremist organisations or individuals, it is essential that a high level of security be maintained to reduce risks. It is therefore necessary that everyone is aware of the risks, the measures that can reduce them, and the action to be taken in the event of an alarm.
- 2.2 No one should feel that they are being alarmist in calling attention to anything that they regard as suspicious.
- 2.3 The procedure to be displayed in all admin areas. See appendix 2

3. Action When a Bomb Threat is received by Telephone

3.1 On receipt of a call the receiver should:

- Try to notify someone while the call is being received;
- Listen carefully to what is said;
- Remain calm and, if possible, keep the caller talking by asking them to repeat and clarify points;
- Note if timing or location is stated;
- Listen for background noises;
- Complete checklist at earliest opportunity (whilst call is fresh in the mind). Refer to Appendix 2

3.2 In the event of the receipt of a telephone call informing the School of the presence of a bomb on the premises the Head Teacher or member of SLT and Bellrock staff should immediately be informed.

3.3 Alert the emergencies services by calling 9 999.

3.4 If a location is given for the bomb the senior staff will report personally to the members of staff in that area and request that the staff direct and supervise the evacuation of the pupils in their charge, exiting the building by the nearest safe route. Assembly should take place in the field furthest from the danger area. Senior staff should delegate other staff to ensure that no one else is allowed to enter the danger area.

3.5 If no location is given IT support to be informed immediately and this will be communicated by a 'RED ALERT SIGNAL' that will be sent out to all computers. The evacuation should be completed under similar conditions to that of a fire (except for assembly points). After an explosion debris flies outwards and therefore all staff and pupils should be directed to assemble on the far end of the playing field.

4. Letter and Parcel Bombs

- 4.1 All staff are reminded of the need for vigilance when examining and before opening, envelopes and packages that have been sent through the post or delivered to the premises by hand.
- 4.1 General guidance and details of the standard features to be looked for in determining a suspect package or letter are contained in Appendix 3.

5. Action on Discovering a Suspect Package

- 5.1 If you think you have found or received a suspect package:
1. You should tell any other people present to leave the room.
 2. Do not touch the package.
 3. If you are holding the package, place it down on the nearest horizontal firm surface.
 4. Make NO attempt to open it.
 5. Leave the room, closing the door behind you.
- 5.2 Contact the Head Teacher or a member of SLT and Bellrock staff. IT support to be informed immediately and this will be communicated by a 'RED ALERT SIGNAL' that will be sent out to all computers.
- 5.3 Alert the emergency services by calling 9 999.
- 5.4 The evacuation should be completed under similar conditions to that of a fire (except for assembly points). After an explosion debris flies outwards and therefore all staff and pupils should be directed to assemble on the playing field.

6. Immediate Evacuation – Action

- 6.1 If the School or Bellrock Staff has received a bomb threat or suspicious package that is felt to constitute an immediate danger:-
- 6.2 The building should be evacuated in an orderly manner using the nearest available exits, unless otherwise stated by SLT, Bellrock FM or the Head Teacher - DO NOT USE THE LIFTS - and make your way to your designated Bomb assembly point. The bomb assembly point for this building is at the far end of the field.

(Refer to Appendix1)

- 6.3 If there are any additional instructions to ensure a safe evacuation, these will be communicated via a member of SLT or the School Health and Safety Officer.

7. All Clear Given

Once the all clear has been given, the Emergency Co-ordinating Officer or equivalent person will advise staff, visitors and pupils to return into the building.

8. Staff With Responsibilities

8.1 Emergency Co-ordinating Officer

The Emergency Co-ordinating Officer or equivalent person should set up an incident control point immediately, if safe to do so.

S/he should ensure that the police are notified of the threat and assess which evacuation procedure to take.

The Emergency Co-ordinating Officer should proceed to explain the situation by whatever means possible, reminding staff to open windows and lower blinds if safe to do so.

8.2 Teachers, Other School Staff and Visitors

When an evacuation takes place Teachers should:

1. If applicable, take attendance records and visitors book with them
2. Proceed to the assembly point with pupils/visitors for whom they are responsible and inform the Emergency Co-ordinating Officer if any School personnel are unaccounted for.

8.3 First-Aiders

Report to the Emergency Co-ordinating Officer or equivalent person to receive instructions, following an announcement/information that it is safe to do so.

8.4 Telephone Operators

If the School or Bellrock FM telephone operators take a call, which includes a bomb threat, they should follow instruction outlined on Appendix 2.

8.5 Fire/Floor Wardens

Fire Marshals should initiate a visual inspection of their designated area, including any corridor or stairwell in their immediate proximity. This is done by undertaking a walking inspection on route to their final exit, and includes checking cellular offices, nearest toilets, and any areas that cannot be visually checked from the outside. It does not involve searching or opening locked doors etc.

Upon leaving the building, Fire/Floor Wardens should inform the Emergency Co-ordinating Officer that their area is clear, or if a suspicious object has been found, ensuring that they give an exact location.

Do not touch a suspicious object, inform the Emergency Co-ordinating Officer

Fire/Floor Wardens should assist with the evacuation of the premises by the nearest safe exit.

8.6 Disabled Persons

Any visitor who believes they may be unable to respond to an evacuation of the building due either to mobility or to a sensory disability, must make this known to a responsible person so that he/she can organise assistance and follow a personal evacuation plan (PEEP).

8.7 Disabled Staff

Any member of staff who believes they may be unable to respond to an evacuation of the building due to mobility or sensory disability must make this known to the Health & Safety Manager so that he/she can organise assistance and follow a personal evacuation plan (PEEP).

8.8 Disabled Student (SEN)

Disabled students who are unable to respond to an evacuation of the building due to mobility or sensory disability will be known to the SEN department. The department will organise assistance and arrange individual personal evacuation plans (PEEP).

8.9 Staff/Students with a temporary disability

Staff or students who are unable to respond to an evacuation of the building due to a temporary disability must make this known to School Nurse who will organise assistance and arrange individual personal evacuation plans (PEEP).

Note: These procedures are to be reviewed periodically and updated where appropriate.

Appendix 1

Plan of Bomb Assembly Point

ASSEMBLY POINT – FAR END OF PLAYING FIELD



Appendix 2

Aide Memoire for Bomb Threat Calls

Let the caller say what they want to say. If possible try to ascertain as much information as possible including the following.

Questions to Ask

- 1. When is the bomb going to explode?
- 2. Where is the bomb located i.e. office address/location?
- 3. What does it look like?
- 4. What kind of bomb is it?
- 5. What will cause it to explode?
- 6. Did you place the bomb?
- 7. Why?
- 8. What is your name?
- 9. What is your address?

10. **What was the exact wording of the threat?**

11. What was the threat language?

- Well spoken
 Foul
 Irrational
 Incoherent
 Taped

About the Caller

12. Sex of caller Male Female Not Clear

13. Accent of caller? Approximate age

About the Call

14. Length of call

15. Number at which call was received

16. Time of call Date of call

17. Is the call on tape Yes No

18. **The callers voice, is it:**

- | | | | |
|-----------------------------------|--|-----------------------------------|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal | <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp | <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep | <input type="checkbox"/> Soft | <input type="checkbox"/> Static |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep breathing |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Crackling Voice | <input type="checkbox"/> Normal | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent | <input type="checkbox"/> Slurred | <input type="checkbox"/> Familiar |

If the voice is familiar, whom did it sound like?

19. **Are there background sounds?**

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Motor | <input type="checkbox"/> Crockery | <input type="checkbox"/> Animal Noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Clear | <input type="checkbox"/> PA System | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music | <input type="checkbox"/> Local | <input type="checkbox"/> House Noises | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Factory/Machinery | <input type="checkbox"/> Office Equipment | <input type="checkbox"/> Telephone Booth | <input type="checkbox"/> |
| <input type="checkbox"/> Other | <input type="text"/> | | |

20. **Report call immediately to the Emergency Co-ordinating Officer**

Time at which call was reported?

Name of person reporting the call?

21. **Have the Police been informed?**

Time at which call was reported

Name of person reporting the call

22. **Remarks**

Appendix 3

Suspect Letters or Packages – What to Look For

Introduction

School Staff and Bellrock staff are reminded of the need for vigilance before opening envelopes and parcels sent through the post or delivered by hand. Explosive devices may be included with goods and postal deliveries handed in at the reception or Community entrance.

Points to consider:

1. Point of origin - the postmark or name of sender, if given. Treat as suspect if it is from an unusual point of origin.
2. Balance. If the package or letter is lopsided, treat as suspect.
3. Weight. If there seems to be excessive weight for the size of the letter or package, treat as suspect.
4. Protruding wires. Treat as suspect.
5. Holes. If there is a small hole or holes in the package, treat as suspect.
6. Greasy marks - these are suspect because most commercial explosives "sweat".
7. Smell - the smell of almonds or marzipan is common to most explosives.
8. Seal - if the flap is very firmly sealed and has another of the above attributes, treat as suspect.
9. Solid object - if the package contains, or appears to contain a book also some other solid object, treat as suspect especially if there is no indication of the senders name and address.

Additional indications in the case of letters

The feel will indicate whether there are only folded papers inside the envelope, or if there is stiffening by card or metal. Treat the latter cases as suspect.

Letters usually weigh up to 30g. Effective letter bombs will weigh more than 60g and therefore need extra value postage stamps. They will usually be thick i.e. 2mm or more, and are likely to feel lopsided. Treat as suspect, though some modern bomb types can be very light.

If on opening an envelope there is an additional envelope addressed personally to someone, it should be felt again for signs of the pointers given above. An inner envelope, which is tightly taped or tied with string, must be treated as suspect.

Important

Never take a suspicious package to the Emergency Co-ordinating Officer or equivalent person.

It should **not be** placed outside in the street, put in water or covered with sand.

If suspicions have been aroused when the package has been partially opened or contents removed:

1. Tell any other person to leave the room
2. Place the package or the contents of the package as gently as possible on to the nearest firm horizontal surface.
3. Leave the room quickly. Close the door and prevent anybody else from entering the room.

Inform the Emergency Co-ordinating Officer or equivalent person immediately.

These points are guidelines only:

1. It does not mean that every lumpy packet, package or letter is a potential bomb.
2. It does mean that anything suspicious should be dealt with sensibly and with great caution.
3. When in doubt call the Emergency Co-ordinating Officer or equivalent person.

History

Date	Issue	Status	Comments
November 2016	1	New Policy	To F & P 17.11.16 – Approved – To FGB 04.05.17 for information only.