

**37. Bomb Threat Policy**

This policy is to be followed in the event of a bomb threat.

**Threats made via telephone or other contact**

* take all threats seriously
* if the threat is made by telephone, don't hang up
* indicate to another member of staff what is happening
* another member of staff should contact the police and fire brigade
* evacuate all personnel to the nearest safe place but DO NOT activate the fire alarm
* take signing in book and meet at designated spot (Holy Family School or other)
* If it is not safe to evacuate the building, locate in the safest room of the nursery, furthest away from the threat
* keep away from all windows and doors

**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 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: ……………........................................................…………………………….……………...................

Background noises, i.e. cars, people, music, machinery ………………………………………………..…

Remarks or code words used: …………………………………………………………………………………………. …

Other relevant information: …………………………………………………………………..……………………………

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Signature of call taker: ………………………………………………………………………………………………………….………………………………….…

Print name: ……………………………………………………………………………………………………………………………

Time and date: ………………………………………………………………………………………

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| Name and Signed | Date |
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