



St. Peter's Catholic Academy

Bomb Threat & Suspicious Package Procedures

This procedure outlines the process to follow for a bomb threat and suspicious package.

Telephone threats

- All members of staff who answer the telephones will be made aware of the bomb threat procedures.
- All staff who answer the school telephones will receive a Bomb Threat Record Form (Appendix 1)
- All relevant staff will receive training to familiarise themselves with the procedure.
- When a threatening telephone call is received, the member of staff will gather as much information as possible using the Bomb Threat Record Form and remain calm.
- Once the telephone conversation has ended the Principal or SLT in member in their absence will be notified immediately.
- The staff member who received the phone call will complete the Bomb Threat Record Form if not already completed.
- The police will be notified and the Principal/SLT member will liaise with the police to determine the best course of action.
- The police will be provided with the Bomb Threat Record Form.
- If the threat specified a particular time, the evacuation procedures will be followed. This will only be actioned if the Principal/SLT member believes there is enough time for an evacuation to be carried out safely. Otherwise the Principal/SLT member will await instruction from the police.
- Once a decision to evacuate has been taken each class will be notified verbally by a designated staff member to evacuate to the sports field. A gate key will be carried by the Principal/SLT member.
- The Principal/SLT member will await further instructions from the police if it is appropriate to leave the site and move towards a safer location.
- If the threat is known that the bomb is not within or immediately adjacent to the building then an evacuation will be carried out by following the Lockdown Procedure.

Suspicious packages or envelopes

Some indicators that may cause suspicion of a package or envelope may be, but are not limited to, the following:

- Unexpected item, especially if hand delivered.
- A padded envelope (Jiffy Bag) or other bulky package.
- Additional inner envelope or other contents that may be difficult to remove.
- Labelling or excessive sealing that encourages opening at a particular end or in a particular way.
- Oddly shaped or lopsided.
- Envelope flap stuck down completely (normally gummed envelope flaps leave slight gaps at edges).
- Marked 'To be opened only by...' 'Personal' or 'Confidential'.
- Item addressed to the organisation or a title (rather than a specific individual).
- Unexpected or unusual origin (postmark and/or return address).
- No return address or return address that cannot be verified.
- Poorly or inaccurately addressed address printed unevenly or unusually.
- Unfamiliar writing or unusual style.
- Unusual postmark or no postmark.
- More stamps than needed for size or weight of package.
- Greasy or oily stains emanating from the package.

- Odours emanating from the package.

If the package or envelope is deemed suspicious, the following steps will be taken:

- The Principal will be informed and the police will be called immediately.
- The item will not be opened and unnecessary handling will be avoided.
- The item will be left clear of other objects so it can be clearly identified by the emergency services.
- If possible, all windows in the room will be opened.
- The item will not be put in water or a confined space.
- The immediate area will be evacuated and sealed off.
- Once the relevant people have reached a safe area a written record will be made of all individuals who handled the item. The record will be available to emergency services.
- The Principal will await instruction from the police.

Bomb threat via e mail or social media

- DO NOT reply to, forward or delete the message
- The Principal/SLT member will be notified as soon as a threat is received.
- If sent via email note the address
- If sent via social media what application has been used and what is the username/ID?
- The police will be called and the Principal/SLT member will await instructions.
- Preserve all web log files for your organisations to help the police investigation

Premises search

Depending on how credible the threat is a decision will be made by the Principal/SLT member about the premises being searched for a suspicious package. (see appendix 2). The search will be conducted in the following way:

- Members of SLT/ Site Staff will divide into two to search designated areas in pairs.
- The areas for searching will be;
 - **Area 1** – EYFS, Office Block, PPA Room, Reprographics, Connecting corridors, Hall, Kitchen & Chapel.
 - **Area 2** - Pupil Toilets, KS1/KS2 classrooms, Main corridor, library, staff room & Principals Office.
- Mobile phones will be taken by the staff conducting the searches.
- If a suspicious package is located then this will be communicated by walkie talkie as 'confirmed suspect package'. The location must be also be stated.
- The immediate area will be evacuated and the police will be called.
- The Principal/SLT member will await instruction from the police.

Appendix 1

Bomb Threat Record Form

Actions to be taken on receipt of a telephone bomb threat

1. Remain calm and talk to the caller.
2. Note the caller's number if displayed on your phone.
3. If the threat has been sent via email or social media see appropriate section below.
4. If you are able to, record the call.
5. Write down the exact wording of the threat.

Questions to ask? (When Where What How Who Why Time?)

1. Where exactly is the bomb right now?	
2. When is it going to explode?	
3. What does it look like?	
4. What does the bomb contain?	
5. How will it be detonated?	
6. Did you place the bomb? If not you, who did?	
7. What is your name?	
8. What is your address?	
9. What is your telephone number?	
10. Do you represent a group or are you acting alone?	

11. Why have you placed the bomb?	
12. Note time call started/ended:	

Inform premises Manager/Senior Manager/Headteacher
Name and telephone number of person informed:

Dial 999 and inform the Police
Time police informed:

This part should be completed once Police/Premises manager have all been informed					
Date and time of call:					
Duration of call:					
The telephone number that received the call:					
About the caller:	Male	Female	Nationality?	Age?	
Threat Language:	Well-spoken	Irrational	Taped message	Foul	Incoherent
Caller's voice:	Calm	Crying	Clearing throat	Angry	Nasal
	Excited	Stutter	Disguised	Slow	Lisp
	Deep	Familiar	Laughter	Hoarse	Slurred
	Rapid	Accent What type of accent?		Other detail <i>(please specify)</i>	

If the voice sounded familiar, who did it sound like?

Background sounds:	Street noises	House noises	Animal noises	Crockery	Vehicles
	Voice	Static	PA system	Booth	Music
	Clear background	Factory machinery	Office machinery	Other <i>(please specify)</i>	

Remarks / Additional Notes

Signature:	Print Name:	Date:
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UNATTENDED ITEMS: LOST... or **SUSPICIOUS?**



H

Hidden?

- Has it been concealed or hidden from view?
- Bombs are unlikely to be left in locations such as this – where any unattended item will be noticed quickly.



O

Obviously suspicious?

- Does it have wires, circuit boards, batteries, tape or putty-like substances?
- Do you think the item poses an immediate threat to life?



T

Typical?

- Is the item typical of what you would expect to find in this location?
- Most lost property is found in locations where people congregate.

If after applying the HOT protocols you still believe the item to be suspicious, call 999.