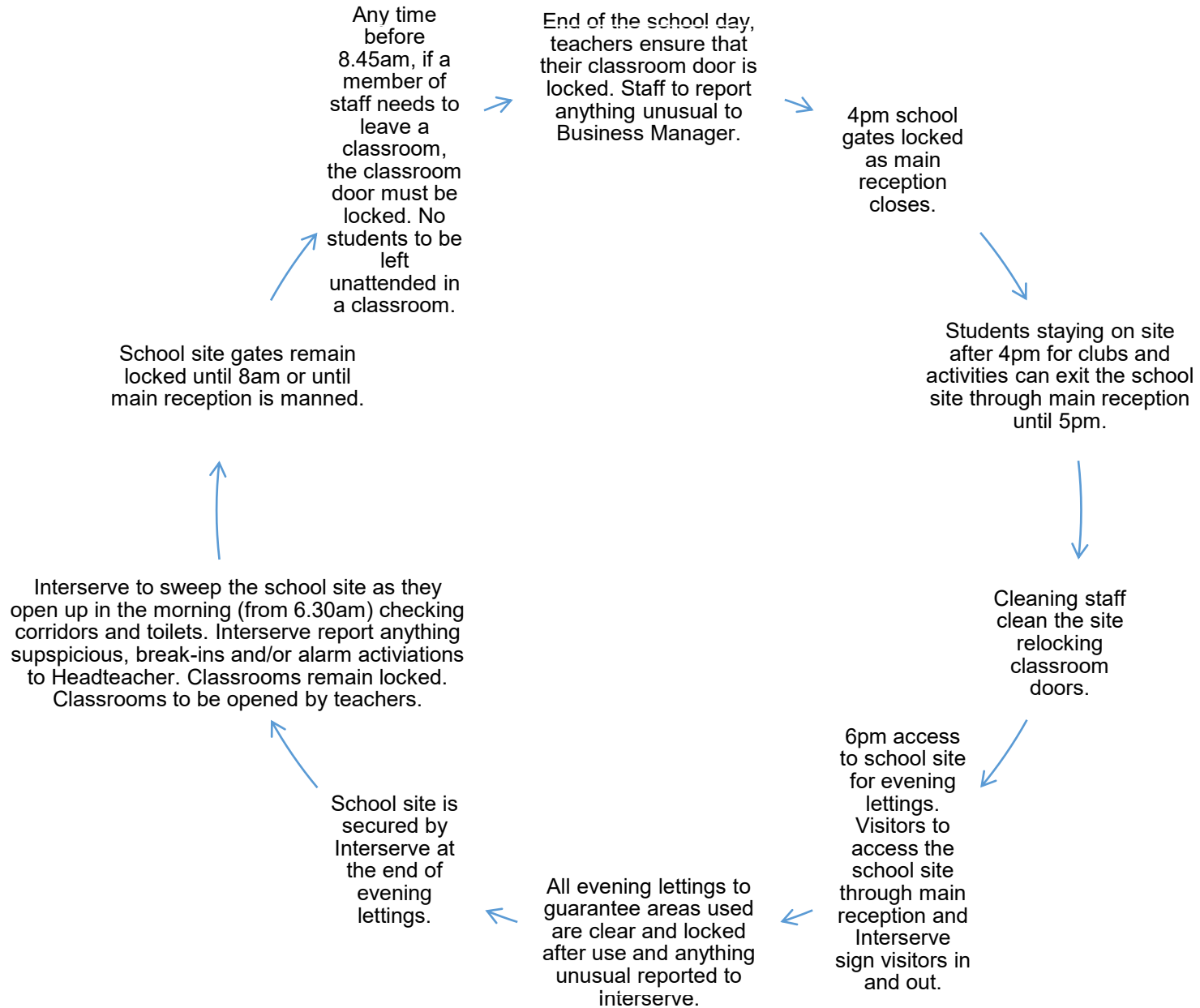




# Bomb Threat/Hoax Staying Safe





# Bomb Threat/Hoax Emergency Procedure

## 1. Bomb threat/hoax received.

From the 'West Midlands Police Guidance Note for Schools Responding to Bomb Threats & Hoax Bomb Threats':

- Ensure staff, particularly reception staff, have ready access to a Bomb Threat Checklist sheet.
- Person receiving the call should allow the caller to finish the message without interruption.
- Immediately afterwards attempt to trace the number by dialling 1471, if possible. If the call is received via the switchboard, or a phone that shows the telephone number on a LCD screen, try to make a note of the number before the caller rings off.
- Notify the Head Teacher or designated senior decision maker.
- Complete the Bomb Threat Checklist as fully and as soon as possible after the call.

## 2. Telephone police (Business Manager).

From the 'West Midlands Police Guidance Note for Schools Responding to Bomb Threats & Hoax Bomb Threats':

- The Head Teacher/designated senior decision maker *along with* the person receiving the bomb threat should call '999' and provide the information from the Bomb Threat Checklist.
- The following additional information should also be provided:
  - A mobile contact number so the Head Teacher or designated senior decision maker can be contacted should they evacuate from the school.
  - The number of pupils and staff at the school.
  - Whether a decision has already been made to evacuate/close the school. If yes, the location of the assembly area.
- West Midlands Police will use the information from the Bomb Threat Checklist to make an initial threat assessment. West Midlands Police will liaise with colleagues in counter-terrorism and check all available intelligence and information databases.
- A West Midlands duty officer (normally the local Duty Inspector or Duty Sergeant) will then contact the Head Teacher or designated senior decision maker.
- The West Midlands Police duty officer will advise that either (a) they believe the threat has come from a terrorist group or individual with the capacity to carry out the threat (i.e. it is a *credible* threat) or (b) they do not believe the threat has come from a terrorist group and there is no other intelligence or information to suggest any further risk (i.e. it is *not* a credible threat).
- The initial West Midlands Police assessment will be completed as quickly as possible and will be updated as more information becomes available. It is recognised that some Head Teachers may decide to take action before the initial police assessment has been completed.

## 3. Telephone Local Authority (Headteacher).

## 4. Bomb threat/hoax bell to be activated if decision is made to evacuate (different to the fire bell).

From the 'West Midlands Police Guidance Note for Schools Responding to Bomb Threats & Hoax Bomb Threats':

- As a rule of thumb consideration should be given to evacuating if there is a credible threat. Consideration should be given to not evacuating if there is no credible threat.

## 5. All students and staff to evacuate the building – students to take their coats and bags from the classroom they are in with them. Students not to enter other parts of the building to collect their coats and bags, for example, if students are participating in Physical Education activities away from where their coats and bags are.

If the bomb threat/hoax is received before school begins:

- Leadership Team to meet in Conference Room.
- If a decision is made to evacuate, staff, vulnerable students and students who cannot get back home evacuate to Ruskin House.
- Leadership Team to be at the school gate and Holly Lane to direct students back home and to explain to any parents/carers.
- An agreed return to school time to be communicated to students and parents/carers via face to face, text and school website.
- Early student arrivals back to school before return time and if site is safe, students to assemble in the dining hall, supervised by Leadership Team.
- First fifteen minutes from return time to be form time. Registers to be taken by form tutor.
- School timetable then runs as normal.

6. Evacuate to assembly area - West Smethwick Park.
  - Emergency Building Sweepers to sweep their allocated areas to ensure all staff and students are out of the building.
  - Pedestrian gate at the front of school onto Holly Lane to be open.
  - Students, staff and visitors to leave by the pedestrian gate only.
  - Executive Leadership Team to wear high viz jackets.
  - KDU (to take school mini bus if available – mini bus keys from Business Manager), SHI and MKR to take their vehicles to West Smethwick Park.
  - SHI and/or MKR to take Bomb Threat/Hoax Emergency 'Box'.
  - Headteacher to remain at the pedestrian gate.
  - Business Manager and Fire Officer to remain onsite.
  
7. Students to line up in year groups and then form groups as follows at assembly area - West Smethwick Park:



- Form Tutors to be with their form group
- Other staff to be allocated to a form group
- Key Stage Directors to be with their year groups and form tutors
- SHI and MKR to distribute form registers and pens

8. Appropriate safety checks will be carried out on the school site.

From the 'West Midlands Police Guidance Note for Schools Responding to Bomb Threats & Hoax Bomb Threats':

- In the event of a credible bomb threat police will attend the school to maintain cordons and co-ordinate the emergency response. A police-led search of the school premises is likely to be undertaken.
- In the event of a non-credible bomb threat police *may* attend to provide visible reassurance and enable face-to-face contact with the Head Teacher. A search of the school premises by police will only be undertaken on the rare occasions it is considered necessary and proportionate.

9. Headteacher to correspond with Executive Leadership Team with updates.
10. School based staff to remain with their students at assembly area until a decision is made about site access.
11. No member of staff, students or visitors to return to the school site until the all clear is given.
12. If a decision is made to close the school; parents/carers will be informed by text and via our school website.

13. Staff (and students who are unable to go home) remain at the assembly area and follow Executive Leadership Team instructions.
14. Once the school site is declared safe to re-enter, any remaining students, accompanied and supervised by Student Support Staff, go to and remain in the School Library in Block D and other staff to go to and remain in the School Staffroom in Block D to await a briefing from the Headteacher.
15. Student Support Staff to remain with all students in the School Library in D Block until they are collected by their parents/carers/family member.
16. Student Support Staff to deal with any queries raised by parents/carers about their child(ren).