

Bomb Alert Guidelines & Evacuation Plan



Adopted by: Low Hill Nursery School

On: June 2021

Review: June 2023

Signed chair of governors:

Bomb Alert:

Guidelines and Evacuation Plan

This document serves as an addition to our fire drill and should be read in conjunction with fire procedures.

The presence of an explosive device and/or the reception of a bomb threat are situations that must be prepared for to confront in a calm and professional manner. Although many bomb threats turn out to be a prank, they must be taken seriously to ensure the safety of the Pupils, Staff and Visitors at our school.

A bomb threat could be written, e-mailed, communicated verbally or received by phone. The majority of bomb threats are delivered by telephone. Generally, a bomb threat call is made for one of two reasons:-

1. The caller has definite knowledge about the explosive device and wants to minimise personal injury.
2. The caller wants to disrupt normal activities by creating anxiety and panic.

IN THE EVENT OF A BOMB OR BOMB THREAT:

DO NOT USE PORTABLE SCHOOL OR PUBLIC SAFETY RADIO, CELLULAR PHONE, DIGITAL PHONE, OR ANY OTHER ELECTRONIC DEVICES. THESE DEVICES HAVE THE CAPACITY TO DETONATE AN EXPLOSIVE DEVICE. IN ADDITION, DO NOT TURN THE LIGHTS ON OR OFF BUT HAVE THEM REMAIN IN CURRENT POSITION.

Procedure:

Person receiving the bomb threat telephone call will:

Stay calm and indicate your desire to cooperate with the Subject. DO NOT Antagonize or challenge the Subject.

Obtain as much information as possible. Prolong the conversation as long as possible. Ask permission to repeat any instructions to make sure they were understood

Attempt to determine the caller's knowledge of the facility.

Identify background noises.

DO NOT HANG UP THE PHONE! Signal to a co-worker nearby to call for assistance, if this is not possible, use another phone to call for assistance.

BY LANDLINE ONLY, SLT or Office Manager will:

Immediately call 999

Report verbatim the threat/call.

1. If an evacuation is ordered. The procedure is identical to our Fire drill in every way, other than staff and pupils evacuate as far to the perimeter of the school as possible.
2. We will evacuate to Whitgreave School.
3. **Do not use security radios or mobile phones; employ runners to communicate to staff and students at evacuation sites.**
4. Staff should complete a visual check of room/building as they exit. Report any unusual objects or activity and do not touch any suspicious items. (Refer to Search techniques described below).
5. Wait for emergency services to begin search.
6. Affected area remains under control or emergency services until building search is completed and all clear signal is given by SLT.
7. In consultation with Emergency Services, return to the building when it is deemed safe.
8. Police reports are to be completed on all bomb threats.

Practitioner Responsibilities

IF EVACUATION OCCURS:

Evacuate as per Fire Drill. Children/Staff/Visitors will congregate at the assembly points and when group registers are complete the children will be taken to Whitgreave School.

Registers will be brought by Fire wardens to account for all pupils and continue to supervise your group and report any suspicious items or activity to a Fire Warden or SLT.

Remain away from buildings until an "ALL CLEAR" announcement is given.

Do not use mobile phones or security radios. Staff members should utilise "runners" to communicate to one another.

A bomb can look like an ordinary object, such as a bag, briefcase or lunch box. Be aware of objects that do not belong or that someone does not claim, such as an unattended briefcase.

IF A SUSPICIOUS ITEM IS FOUND:

1. DO NOT APPROACH, MOVE, OR TOUCH ANY SUSPICIOUS ITEM.
2. Report the exact location and an accurate description of the object to police or SLT.
3. Identify the danger area and immediately evacuate the building. Be sure evacuation takes place away from danger area and at least 300 feet from object where possible.
4. Do not allow re-entry into building until Emergency service informs you that it is safe to do so.

Headteacher	
Chair of governors	
Date	