

ST CHARLES R.C VA PRIMARY SCHOOL.



Bomb Procedures Policy 2016-18

Policy Author	Date Published	Date for Review	Reviewer
M Hulme	March 2016	March 2018	F Boughton

Our Mission Statement:



ST CHARLES' RC PRIMARY SCHOOL

Bomb Procedures Policy

Introduction:

The overriding consideration must always be the safety of staff, pupils, visitors and the general public. The purpose of this guidance is to ensure that any emergency situation can be dealt with in a pre-planned and organised manner to maintain the safety of all persons and co-ordinate an evacuation in conjunction with the emergency services.

Headteachers, staff and pupils must be fully briefed on the procedures to be followed. All persons on site (visitors, contractors etc.) must be instructed on the procedures for evacuation of the building/establishment.

Preface:

Any intimation, no matter how vague, that an explosive device has been placed on the school site must be regarded as a threat until investigation and subsequent events prove to the contrary. The threat may be:

- Via the main switchboard
- Any internal phone with a direct dial facility
- The police
- The local press
- Some other third party
- By letter / electronic means or the physical presence of a suspect letter, parcel or objects.

The time available to deal with such a threat is often short and it is essential that good communications within the school are established immediately. It is also important that every person involved in the incident remains calm and follows the instructions of those designated to deal with the incident and responsible for co-ordinating any evacuation that may be required.

Procedure:

Any member of staff receiving a warning of the possibility of a bomb on the school premises must immediately call the Headteacher, or in her absence the Assistant Headteacher or teacher in charge (The Incident Co-ordinator).

The Incident Co-ordinator must make one of the following decisions:

1. To Ignore the threat:

This action will only be decided upon if it is felt that the threat is a hoax, but it should not be adopted unless the Incident Co-ordinator is absolutely sure that it is a malicious call or prank. **If however, there is some reason of doubt, following an initial investigation, then the decision must be made to evacuate the building.**

2. Immediate evacuation:

This action should be taken if the Incident Co-ordinator considers the risk to be high, or if the risk is unacceptable, the decision should be made to evacuate the building.

Action to be taken:

- The Incident Co-ordinator will ring the emergency services and request support.
- The Site Facility Officer will support the evacuation but will NOT search the premise or grounds.
- In the case of an evacuation in the event of a bomb threat the fire alarm will **NOT** normally be used. Members of staff available will go from room to room- as directed by the Incident Co-ordinator, asking the member of staff to take their class / group to the agreed assembly point.
- The bomb assembly point is out of the school grounds and on the perimeter of the field adjoining West Hull Social Services Building.
- Office staff will take the Registers, Evacuation File (including appropriate DVD) and Pupil Record files out of the building.
- All staff will take mobile phones with them where possible.
- The Headteacher and Assistant Headteacher will have the telephone numbers of the following already logged in their phones:
 - Vanessa Harvey Samuel 616255
 - Ken Sainty 616361
 - Chair of Governors 329100
 - The Press Office 300300
 - Radio Humberside 323232
 - Viking Radio 325141
- These telephone numbers will also be in the Evacuation File.
- Staff will check the registers against pupils and ensure that all pupils and staff are accounted for.
- Office staff will contact Clifton Primary School and request emergency accommodation.
- Staff and children to be moved to the far edge of field in KS2 and onto waste ground in KS1 and FS
- Incident Co-ordinator, Senior Site Facility Officer, Senior Admin Officer to remain on school boundary to assist the Emergency Services.
- Incident Co-ordinator to contact Judith Harwood / Ken Sainty to inform them of the situation.
- Search with Police initiated.
- Decision made regarding extensive search and length of time children likely to be out of school.
- Decision to be made regarding school closure?
- If school to close, inform LA
- Telephone parents and also request that radio Humberside and Viking announce closure. Direct any press enquiries to the City's Press Office.
- Arrange siblings together for ease of collection.
- Be calm, honest and open with parents.

Completion:

When the search has been completed and the all –clear given:

- Inform Judith Harwood / Ken Sainty
- Debrief with staff- list positive and negative points for future action.
- Write a letter to parents explaining exactly what happened.