



## BRINKWORTH EARL DANBY'S CE PRIMARY SCHOOL

Serving the communities of Brinkworth and Dauntsey

### VISION

**Believe to Achieve!**

**To provide a secure, happy and stimulating learning environment in which EVERYONE is valued, spiritual growth is nurtured and potential maximised.**

## Bomb Threat Policy

### Introduction

Although the threat of terrorist violence has retreated, recent events have shown that such threats can easily arise from both terrorists and those with simple malicious intent. To counter this threat the school has in place a set of procedures for dealing with such threats.

### The threat

The most likely threat to the School is from someone with a desire to disrupt the running of the school rather than from a terrorist organisation wishing to cause an outrage by exploding a bomb on the premises. **Unfortunately this cannot be assumed and all threats, however outlandish they may appear, must and will be taken seriously.**

### Sources of threat

#### *Telephone calls*

The most common form of notification of a bomb is that of a telephone call from the organisation concerned. If the School receives such a call then the Immediate Actions listed below should be carried out.

#### *Packages*

Causes for concern could be packages delivered to the School. See Annex A for Aids to Detection. Equally unidentified packages left on the premises may give cause for concern. In all cases staff should not hesitate to question why the package is there and should equally not hesitate to carry out the Immediate Actions if their concerns are not IMMEDIATELY allayed.

#### *Vehicle bombs*

It is highly unlikely that a car or other vehicle bomb would be used against a target such as Brinkworth Earl Danby's School, but in such an event the Police should be notified immediately. Details required by the Police will include the registration number and description of the vehicle.

### Immediate actions in school hours

The following actions will be taken in the event of a threat occurring during the school day:

1. Evacuate the School using the fire evacuation procedure. Any evacuation route should avoid passing the location of the suspect package. As soon as the roll call is complete, move the children at Lower School to the nearest park area. Move the Upper School children to the Church and use the building to shield the children.
2. If the roll call is incomplete, one or two volunteer members of staff will search for the missing pupils or adults, whilst other staff will move the remainder of the children to the Church or the Park.

3. Ensure that **no** packages, bags or other possible bombs are removed during the evacuation **unless** staff are **positive** that the item has been in their **personal possession** since leaving home that morning.
4. Call the Police by dialling 9999 at Upper School and 999 at Lower School. Give as many details as possible, using the aide memoir below.
5. Under no circumstances are children or staff to re-enter the school once everyone has been accounted for until the Police confirm that it is safe to do so.

### **Immediate actions out of school hours**

If a key holder is made aware of a bomb threat then they must inform the Police immediately. Equally, if the Police are made aware of a possible threat to the school, they will inform one of the key holders. Under no circumstances should a key holder or staff member carry out a search.

### **Bomb threat aide memoir**

#### *Telephone calls*

Start the evacuation during the call if there is another person present to do this.

Think about the call:

- Did the caller use a codeword – the Police have access to the current list and can verify if it is a genuine codeword or a hoax
- Content of the call – location of bomb, time of detonation
- Was the caller male or female
- Did they have a pronounced accent
- Background noises
- Reason for the call

Time permitting, try 1471 and see what number is returned!

#### *Packages and vehicles*

If you are suspicious – **DO NOT TOUCH OR HANDLE THE PACKAGE IN ANY WAY.**

Unfortunately, it is often the touch or feel of the package that gives rise to suspicion. If you have inadvertently picked up the package, place it gently onto a firm surface where it can be clearly seen by Bomb Disposal Officers and **LEAVE THE ROOM IMMEDIATELY.**

When contacting the Police tell them:

- Who you are and your job title
- Where you are calling from and the phone number
- Why you are calling

#### *Telephone threat*

Give all the information you have gleaned from the call

#### *Packages & vehicles*

- Where the package is (details of location) and why you are suspicious of it
- Package size/bulk, appearance, smell and greasy marks, visible features (wires etc), address to?, postmark
- Is recipient a likely target
- When was the package found, and was any warning given
- Who found it
- What precautions are being taken

Remember where the package is because the Police will want to examine the package, even if only from a distance! When moving the children into the safe areas, try to minimise exposure by moving along a route, which does not go past the package.

Any bomb involving a vehicle would cause a huge explosion and the only safe distance from such a device is the maximum that can be obtained. Moving the children into the Park, Church or Three Crows and using the buildings as a shield should provide sufficient protection. If the suspect car is in front of the school then the children are best moved across the fields at the

back of both schools, Upper School children assembling in the grounds of the Three Crown Pub and Lower School children assembling in the Park area.

### **Review**

This policy will be reviewed as appropriate by staff and governors.

### **Effective date**

This policy became effective

## **Annex A – Aids to Detection**

A list of pointers to look for in determining whether a package or letter is suspect include:

### **a) Excessive Wrapping**

The bomber will want to ensure that the device arrives at its intended destination intact and undamaged. Excessive sticky tape, string and padding may be used to achieve this.

### **b) Gummed Flap Completely Stuck Down**

To ensure that the package does not open accidentally in transit, the gummed flap on the envelope, usually only partially stuck down, may be completely stuck down so that there is no un-gummed gap at the sides.

### **c) Stiffness**

A letter device requires a solid (i.e. stiff) base on which to mount the components (i.e. battery, detonator, circuitry etc.) Note: items must not be rattled or flexed if thought suspicious.

### **d) A Second Envelope**

Attempts to bypass the screening system may be made by the use of a second envelope, which is tightly taped or tied with string, and addressed personally to the intended victim.

### **e) Heavy/Lopsided**

The components of devices (e.g. batteries, explosive) are often quite unexpectedly heavy. They can be unevenly distributed which can make the package lopsided.

### **f) Un-typed Address**

It is unusual for envelopes or packages containing official or business mail to be un-typed, particularly if block capitals are used.

### **g) Foreign Style or Layout**

Some foreigners write with a distinctive style, particularly if their native language, such as Arabic, does not use the Roman alphabet. In some countries it is the practice to write addresses in a different order – e.g. the name of the town is put above the street name and the number of the house or flat appears at the end of the line.

### **h) “Letraset” or “Unistencil”**

People who cannot type or do not have access to a typewriter and wish to conceal their identity sometimes use these.

### **i) Excessive Postage**

A bomber will want to ensure that a device sent by post will not be held up by the Royal Mail or, worse still, rejected by the recipient because insufficient postage has been used. Therefore, to avoid going to a Post Office to obtain the correct postage (an action which might subsequently result in his being identified), he may use an excessive amount of postage. Extravagance of this sort is unusual with Government Departments and commercial organisations.

### **j) Errors in Address**

Bombers often do not have accurate details of the names, titles, appointments, honours and addresses of their targets. Bad spelling is also common.

### **k) Unusual Postmark**

Devices are often sent from foreign countries and places in the UK, which fall outside the areas from which mail is normally received.

### **l) Franking and Stamp Incompatible**

Sometimes packages with stamps from other parts of the UK or even foreign countries are posted in England and therefore bear franking which does not correspond to the stamp's place of origin.

### **m) Protruding Wire or Tinfoil**

It is possible that a piece of protruding electric wire or tinfoil from an Improvised Explosive Device will have pierced the wrapping in transit and is visible.

**n) Grease Marks**

If not properly wrapped in a greaseproof wrapping, some types of explosive exude a liquid or vapour, which can appear as a grease mark on the outside of the package.

**o) Pinhole in the Wrapping**

Some devices are armed after the package has been sealed. This can leave a small hole in the wrapping through which the arming wire has been pulled.

**p) Strange Odour**

Some explosives give off an unusual odour, which can often be smelt by sniffing the outer wrapping of the package. Some explosives smell like almonds or marzipan.