

Revised May 2016

BOMB THREATS

Although bomb threats usually turn out to be hoaxes, they must always be taken seriously. It is important that reception/switchboard staff receiving the call know what questions to ask the caller so they may pass on as much information as possible to the Police.

Possible actions/ prompt card

	Action	Tick
1	Stay calm	
2	Let them finish the message without interruption. Try to record <u>exactly</u> what they say, especially any code word they might give Message:	
3	Make a note of: <ul style="list-style-type: none">• The exact time of the call:• The callers sex and approximate age:• Any accent the person has, or any distinguishing feature about their voice (eg. speech impediment, state of drunkenness)• Any distinguishable background noise	
4	When they have finished the message, try to ask as many of the following questions as you can, being cautious to avoid provoking the caller: <ul style="list-style-type: none">• Where is the bomb?• What time is it due to go off?• What does it look like?• What will cause it to explode?• Why are you doing this?• What is your name?• What is your address?• What is your telephone number?	
5	Dial 1471 – you may get the details of where the phone call was made from, especially in the case of a hoax caller	
6	Report the call to the police and the headteacher/ nominated deputy immediately. In the extremely unlikely event that there was a code word with the message, and the location of the bomb was given as a location other than the school, follow the same procedure – report the call immediately to the police, and then notify the headteacher.	
7	Do not evacuate the school unless and until instructed by the police. The police may require you to carry out a search of the premises in order to identify any suspicious items. It is much more difficult to do this after an evacuation.	
8	Notify the local authority, the trust, the academy sponsor, the chair of governors, as appropriate. Out of normal hours contact the 24 hour emergency number (Ipswich 433440), or the Customer First helpline 0808 800 4005	

SUSPICIOUS PACKAGES

The likelihood of a school receiving a postal bomb or suspected biological/ chemical package is very low; schools should however be aware of the immediate steps to be taken if they receive a suspicious package, or come into contact with a biological or chemical substance.

Postal bombs or biological/ chemical packages may display any of the following signs:

- Grease marks or oily stains on the envelope or wrapping
- An unusual odour including (but not restricted to) almonds, ammonia or marzipan
- Discolouration, crystals on surface or any powder-like residue on the envelope or wrapping (suspect biological/ chemical threat)
- Visible wiring or tin foil
- The envelope or package may feel very heavy for its size
- The weight distribution may be uneven
- Delivery by hand from an unknown source or posted from an unusual place
- If a package, it may have excessive wrapping
- There may be poor hand writing, spelling or typing
- It may be wrongly addressed, or come from an unexpected source
- No return address or postmark that does not match the return address
- There may be too many stamps for the weight of the package

If you suspect that a letter or package may contain a **bomb**:

Instructions	Tick
Stay calm	
Put the letter/ package down gently and walk away from it	
Do not put the letter or package into anything (including water) and do not put anything on top of it	
Ask everyone to leave the area (including classes if necessary)	
Notify the police and headteacher/ nominated deputy immediately	
Do not use mobile phones or sound the alarm using the break glass call points as this may activate the bomb.	

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If you suspect that a letter or package may contain a **chemical or biological threat**:

Instructions	Tick
Stay calm	
Do not touch the package, leave it where it is	
Shut windows and doors in the room and leave the room, but keep yourself separate from others (to avoid contamination)	
Notify the headteacher/ deputy immediately	
Notify the police immediately on 999	
Ensure that any air conditioning system in the building has been turned off, and that all doors (including internal fire doors) and windows have been closed.	
Evacuate the building, keeping people away from the contaminated room as far as possible	
Keep all persons exposed to the material separate from others and available for medical attention	
Anyone experiencing symptoms of chemical exposure (eg streaming eyes, coughs and irritated skin) should seek medical attention immediately	

If anyone believes they have been exposed to biological/ chemical material, they should be encouraged to:

- Remain calm
- Avoid touching their eyes, nose and any other part of their body
- Wash their hands in ordinary soap and water where facilities are provided