



Our Trust Mission

To ensure that all the children and young people in our care have the opportunity to fulfil their potential through achieving highly, regardless of their ability or background. Our 'PRIDE' values of Partnership, Respect, Integrity, Determination and Excellence are the foundations of our Trust and the communities we serve.

Bomb Threat Policy

Co-ordinator: Mrs J Kingswood (Principal)
Start date: December 2018
Review date: December 2020 (or sooner in light of new guidance)

Links with other policies and documents

- Business Continuity Plan

General Statement

This policy is to be followed in the event of a bomb threat. The building should be evacuated immediately and not returned to until the relevant authorities have advised it is safe to do so.

We will keep staff informed of any changes that are made to our procedures and risk assessment. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and are familiar with, all available escape routes.

Employee Duties

All staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm. They are also expected to co-operate fully in complying with any procedures that may be introduced as a measure to protect the safety and well-being of staff and visitors.

Fire/evacuation marshals are responsible for ensuring all persons have evacuated the building and a register is available for the emergency services.

All new members of staff and temporary employees will be provided with induction training on all available escape routes and on how to raise the alarm.

Names and locations of marshals will be posted on notice boards. Training will be provided as necessary to staff who have been given extra responsibilities, such as fire/evacuation marshals.

Dealing with Suspect Packages

A suspect package can be left anywhere by anyone, and can have any appearance. It should not be handled, moved or tampered with in any way. If in any doubt about a package, leave it alone and report it immediately to the person in charge.

Possible indications of a suspect package may include:

- Protruding wires
- Noise or smoke from the package
- Grease marks on the wrapping
- A letter that is unusually thick (over 5mm), excessively heavy, lop-sided or stiffened
- An inner envelope which is tightly taped or bound.

If a suspect package is found, the area around it must be kept clear of people until the package has been made safe by the relevant authorities.

Bomb Threat Checklist

The checklist below has been designed to help staff deal with a telephone bomb threat and to record vital information for the emergency services. This form should be completed once the caller has hung up.

Immediately after the call:

- Phone 999 to report it to the police.
- Report it to the Principal; if the caller informed you that the bomb is in your building the Principal can instigate the evacuation procedure.
- Seek advice on activating the alarm in case it triggers a device

Examination Emergency Evacuation Procedure

In the event of a bomb threat (or another emergency) the examination room will need to be evacuated. On no account should it be assumed that it is a false alarm. The Exam Manager or Senior Member of Staff will report immediately to the gym on hearing the alarm but in the meantime, please follow the procedure below:

1. The Invigilator in Charge should get the attention of all students and ask them to stop writing. They are to be told that they are evacuating, with the hope that the examination will continue shortly.
2. It must be emphasised that they must not talk to one another or any other students in the academy or damage the integrity of the examination in any way. This is a difficult task but we must do our best.
3. They need to be told to leave everything behind. Ensure that all question papers and scripts are left on the desks in the examination room.
4. Write down on a piece of paper the time the exam was stopped and duration of the interruption.

5. Students should be escorted out of the exam room (in silence as far as possible), through the fire exit to a meeting point just outside the Gym. Invigilator ratio is 1:30, therefore it makes sense to escort students in thirties. They should **not** join their normal form group line, they should line up separately.
6. The Invigilator in Charge must be the last to leave the room and bring all exam board attendance lists. These will be used to carry out an attendance check once assembled at the evacuation point.
7. On resumption, allow the candidates the full working time prescribed for the examination. Write the new finishing time on the board.
8. A written report of the incident and the action taken will need to be sent to the Exam Board.