



Kehelland  
Village  
School

# EMERGENCY PROCEDURES

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# 1 EMERGENCY PROCEDURES

Emergency procedures comprise of an Emergency plan and necessary responses to perceived incidents that could threaten the safety and wellbeing of the children and staff of the school.

## **Emergency Plan**

The Emergency plan is to help staff and children respond effectively to an emergency at school, in the vicinity of the school and on a school visit.

The Emergency plan will include a range of incidents:

- Emergency on a school trip
- Health emergency, accident or critical incident in school
- Fire or other incident requiring evacuation from school buildings
- External threat or incident requiring school 'lockdown'

## **EMERGENCY ON A SCHOOL TRIP**

These emergencies may include injury to children, staff, traffic accident etc.

## **HEALTH EMERGENCY, ACCIDENT OR CRITICAL INCIDENT IN SCHOOL**

This could include accidents to children or staff, severe asthma attacks, heart attacks, child abduction, child absconding, public health incidents (such as flu pandemic) etc.

## **FIRE OR OTHER INCIDENT REQUIRING EVACUATION FROM SCHOOL BUILDINGS**

These could include fire in school, bomb threat, suspicious packages, threat of flood etc.

## **EXTERNAL THREAT OR INCIDENT REQUIRING SCHOOL**

## **‘LOCKDOWN’**

These could include terrorist threat, bomb threat, animals in school grounds, local pollution issues, general threat of violence etc.

Emergency planning is an ongoing process involving:

- assessment of risk
- planning
- training
- exercises for children and staff
- ongoing review

This requires the involvement of children, staff, helpers, governors and Cornwall Council at all stages. Whilst Fire evacuations are undertaken at least termly, a ‘lockdown’ incident must be practised at least annually and logged accordingly.

## **KEY EMERGENCY PERSONNEL IN THE EVENTS OF INCIDENTS – See Appendix A**

## 2 EMERGENCY ON A SCHOOL TRIP

These emergencies may arise from injury to children or staff, traffic accidents or serious health issues such as heart attacks etc.

A Trip Leader and a Deputy trip leader must be designated to organise the safety of the trip and complete a 'Trip Leader Educational Visit' form (**Appendix B**) to be submitted and signed off by the Head of School prior to the trip. The completed form must be carried by the Trip Leader on the visit. Where necessary, permission must be received from Cornwall Outdoors i.e. for adventure or residential activities.

The Trip Leader and Deputy Trip Leader must carry mobile phones and know the mobile numbers of all adults on the trip. The School numbers must be known. Reception and battery charge must be checked.

### VISIT LEADER FIRST RESPONSE

The Trip Leaders prime concern will be the care and safety of the group. The Trip Leader will carry and will follow the guidance on the 'Trip Leader Emergency Action Card' (**Appendix C**)

### ACTION BY SCHOOL EMERGENCY CONTACT ON RECEIVING A CALL

The Emergency Contacts (usually the school secretary or SLT) will use the 'Emergency Action Card for School Visit Incidents' (**Appendix D**) as a guide to information collection.

The Emergency contact must have 'to hand':

- Lists of all group members (children and adults) together with the addresses and telephone numbers of their home contacts/next of kin
- Complete details of the itinerary including telephone, address and post code or OS coordinates
- Telephone numbers of Trip leader and Deputy leader

- Contact number for School Emergency Control Officer
- Contact number for Andy Barclay of Cornwall Outdoors
- Keep a record of information received and actions you take including times and date

The Emergency contact must inform members of the SLT and ensure that Cornwall Outdoors and Governors are informed  
**(Appendix A)**

### **EMERGENCY SUPPORT TEAM** (School based)

This team will include the Emergency Control Officer, school SLT member(s), Emergency contact, Governors, school secretaries and Cornwall Outdoors.

The Emergency Support team will coordinate the following and delegate responsible staff:

- Delegate an Overall Controller
- Keep contact with the Trip leader (try to keep the same person to contact the Trip Leader)
- Logistics – consider arrangements to accommodate/transport the members of the trip
- Travel Team – consider sending a support group to assist/relieve Trip Leader
- Parents – keep up to date with relevant and latest information
- Resources – enable space, telephones, refreshments etc. for Emergency Support Team
- Communications – coordinate and control communications with parents, Emergency Support Team, Zurich (insurers), Trip leader, hospitals etc
- Press - ensure a responsible person is nominated to control and liaise with the Press. Emphasise to other staff and parents not to talk to press.
- Consider arrangements for returning children/staff to be collected

- Keep a log of actions, communications and decisions including times and people involved

# **3 HEALTH EMERGENCY, ACCIDENT OR CRITICAL INCIDENT IN SCHOOL**

This could include accidents to children or staff, severe asthma attacks, heart attacks, child abduction, child absconding, public health incidents (such as flu pandemic/meningitis alert) etc.

## **FIRST RESPONSE**

The SLT will manage the immediate situation by:

- Ensuring emergency services are contacted
- Ensuring any ill or injured party is comfortable and has first aid attendance while awaiting emergency services
- Ensure appropriate action is taken to locate any missing parties (without putting staff at risk)
- Ensure all staff are aware of the situation
- Ensuring that parents or next of kin are notified of the situation
- Ensuring the rest of the school is enabled to run as much as possible as normal
- Contacting Emergency Control Officer and Cornwall Council

## **EMERGENCY SUPPORT TEAM** (School based)

This team will include the Emergency Control Officer, school SLT member(s), school secretaries, site supervisors and Governors.

The Emergency Support team will coordinate the following and delegate responsible staff:

- Delegate an Overall Controller
- Keep contact with the Emergency services/hospitals etc
- Logistics – consider arrangements to accommodate/transport the members of the family
- Travel Team – consider sending a staff member with emergency services



- Parents – keep up to date with relevant and latest information
- Resources – enable space, telephones, refreshments etc. for Emergency Support Team
- Communications – coordinate and control communications with parents, Emergency Support Team, Zurich etc
- Press - ensure a responsible person is nominated to control and liaise with the Press. Emphasise to other staff and parents not to talk to press.
- Consider arrangements for returning children/staff to be collected
- Keep a log of actions, communications and decisions including times and people involved

# 4 FIRE OR OTHER INCIDENTS REQUIRING EVACUATION FROM SCHOOL BUILDINGS

These could include fire in the school, bomb threats, suspicious packages, threat of flood, unwanted intruders, Carbon Monoxide threat etc.

The Emergency Support Team roles for emergency evacuation will already be agreed and practised termly and details recorded in the fire log. The Emergency Control Officer will support the team if the incident is more serious than a false alarm.

## SCHOOL EVACUATION

On hearing the evacuation (fire) alarm the Emergency Support Team will ensure that:

- Children, visitors and staff are evacuated in a prompt and orderly manner towards the Fire Assembly point
- Staff are aware of primary and secondary exit routes as indicated on the Fire Plan
- Designated staff will collect class registers, staff register and visitors book and take to assembly point
- Designated staff will take the Emergency Evacuation pack **(Appendix E)** to the assembly point
- Fire wardens will check the alarm sector triggered and check the area for smoke or fire (Fire wardens to take no risks just to report back)
- Fire Wardens will sweep the school to ensure total evacuation is achieved
- Staff will be allocated to assist any injured or incapacitated children or adults from the school
- A designated First aider will take a first aid travel pack to the assembly point
- Staff carry mobile phones and a list of staff mobile numbers
- Designated staff allocated to assist children and staff with Personal Emergency Evacuation Plans (PEEPS) **(Appendix I)**

## **ASSEMBLY POINT (ON SITE)**

On arrival at the assembly point the Emergency Evacuation team will ensure that:

- Children are assembled, calmed and registered to ensure all present
- Staff and visitors checked against staff log and visitors book to check all are present
- Any missing persons reported to fire warden, if safe, re-sweep the school
- Member of the SLT will contact emergency services (if required)
- The Emergency Services location plan to be made available to the Fire officer
- The location of suspicious package/bomb pack given to Emergency Services
- Any missing persons notified to Emergency services
- If a 'real event' Cornwall Council are notified

## **RE-LOCATION TO OFF-SITE ASSEMBLY POINT**

In the event that the incident is 'real' and a continued risk, children and adults will be evacuated to the off-site assembly point.

The Emergency Support team will have an agreed off-site assembly point – possibly a village or church hall. The Emergency Support team must have a key for the designated premises and a contact number for the person in charge.

The Emergency Support team will ensure that:

- Children and adults will be evacuated to the off-site assembly point in a prompt and orderly manner along a pre-agreed safe route
- The person in charge of the off-site assembly point must be notified

Once at the off-site assembly point the Emergency Support Team will ensure that:

- Children, staff and visitors are checked against registers – any new missing persons to be notified to Emergency services
- Children and adults are settled and briefed as to the current situation
- Consideration be given for drinks and snacks
- Any walking injured or distressed to be attended by the first aider and consideration given for medical treatment or ambulance evacuation – accompanied by parent or staff member
- A SLT member designated to deal with press
- Parents contacted, updated and collection arranged
- All children and adults are safely collected before leaving the building

## **INCIDENT UPDATE AND ONGOING**

The Emergency Support Team will:

- Contact the Emergency services about the situation at school i.e. amount of damage, can the school reopen tomorrow/soon?
- Brief parents with reference to school reopening times
- Liaise with Cornwall Council with reference to alternative arrangements

## **SPECIAL CONSIDERATIONS**

Actions to be taken in addition to actions above

### **BOMB THREAT BY PHONE (INSIDE BUILDING)**

The first contact (usually a secretary) must ensure:

- The 'bomb threat checklist' (**Appendix F**) is to hand and used to record useful information for the police
- Report the call and the threat to SLT to trigger emergency evacuation
- Report to police and take advice

On going the Emergency Support team must:

- Liaise with police about premises search and await instructions to either return to school or evacuate off site

**NOTE** – School staff are not required to search school, this will be left to the police or bomb squad

### **SUSPICIOUS PACKAGE/POSSIBLE BOMB (IN SCHOOL)**

The finder of the suspicious package will report to the SLT immediately. The SLT will ensure that:

- The school is evacuated immediately
- The matter is reported to the police
- There is liaison with the police to decide if the device is safe or whether to evacuate from site

### **SUSPICIOUS PACKAGE IN POST**

The first contact (usually a secretary) will complete the 'Mail Screening and security form PAS 97:2015' (**Appendix G**) and report to the SLT immediately. The SLT will ensure that:

- The school is evacuated immediately
- The matter is reported to the police
- There is liaison with the police to decide if the device is safe or whether to evacuate from site

### **POTENTIAL EXPLOSIONS**

Many injuries from explosions are from flying glass so avoid assembly points near glazing

### **THREATENING INTRUDER**

Firstly contact the police.

If the intruder appears unarmed the Emergency Support team may engage the intruder to evaluate risk. A low risk may involve 'talking down' the problem while awaiting the police.

If a risk is perceived or there are obvious arms or other hazards the Emergency Support team must trigger evacuation and the staff and children instructed to use the 'Run and Hide' guidelines

**(Appendix H)** if required

## 5 EXTERNAL THREATS OR INCIDENTS REQUIRING SCHOOL 'LOCKDOWN'

These could include terrorist threats, bomb threats, animals in school grounds, local pollution issues, general threat of violence etc.

The Emergency Support Team roles for emergency lockdown will already be agreed and practised bi-annually and details recorded. Emergency Control Officer will support the team if the incident is more serious than a false alarm.

The notification to staff to trigger whole school lockdown may be:

- Lockdown siren specially fitted or hand held to operate for a set time
- Classroom telephones/mobiles
- Direct verbal instructions

The Emergency support team will instruct staff and practice lockdown routine at least annually. Special consideration must be made for children out of school e.g. sports on school field. A procedure for notification by mobile or another method must be agreed. The Emergency Support team may instruct the children to come back to school, or if the risk is imminent, they may instruct the staff and children to stay away and if required consider 'Run and Hide' tactics (**Appendix H**)

### SCHOOL EMERGENCY LOCKDOWN

On hearing the Lockdown siren or other instruction the Emergency Support Team will ensure that:

- Classroom staff lock all external doors and windows and close blinds/curtains Designated staff will lock other doors, windows and blinds in other areas e.g. staffroom, reception, corridors, hall, libraries etc.
- The police will be contacted and advised of the threat

- Classroom staff will calm and ready children for new instructions
- Designated staff allocated to assist children and staff with Personal Emergency Evacuation Plans (PEEPS) (**Appendix I**)
- Designated staff will liaise and update staff with children out of school and in a 'Hide and Run' situation
- Depending on the threat the Emergency support team will consider whether to assemble children together e.g. hall or leave them spread throughout the building
- Staff are aware of the 'Run and Hide' strategy (**Appendix H**) if required
- Designated staff monitor the threat from a safe location and update staff and police
- Designated staff to monitor corridors and empty rooms to give early warning to others
- First aiders will be designated to assist any injured or incapacitated children or adults from the school
- Staff carry mobile phones and that there is a list of staff mobile numbers
- Designated staff will update and advise Cornwall Council

The threat may be considered to be over when:

- Notified by the police
- Notified by the fire service
- News or media reports e.g. pollution threats now over
- Obvious threats e.g. animals in field or play area have gone and the area has been checked
- Suspicious packages/vehicles removed

## **BOMB THREAT (OUTSIDE BUILDING)**

The first contact (usually a secretary) must ensure:

- The 'bomb threat checklist' (**Appendix F**) is to hand and used to record useful information for the police
- Report the call and the threat to SLT to trigger emergency lockdown

- Emergency Support team to confirm the location of the proposed threat and evacuate children to safe areas within the school
- Report to police and take advice

Ongoing the Emergency Support team must:

- Liaise with police and await instructions to either continue lockdown or evacuate off site

### **SUSPICIOUS PACKAGE/POSSIBLE BOMB/ SUSPICIOUS VEHICLE OUTSIDE SCHOOL**

After reporting to the SLT, immediately they will ensure that:

- The school is immediately in emergency lockdown
- Children are moved from areas nearest to the threat
- The matter is reported to the police
- There is liaison with the police to decide if the device is safe or whether to continue shutdown or evacuate from site

### **POTENTIAL EXPLOSIONS**

Many injuries from explosions are from flying glass so keep children and adults away from glazing



## **6 ACTIONS FOLLOWING ANY SERIOUS INCIDENTS**

Immediately following the serious incident the Emergency Support team must:

- Consider the need for emotional support and care for anyone involved in the incident. This may be for the trip members, other children, parents, staff, governors and the Emergency Support Team
- To review the health and wellbeing of all people involved in the incident over time

At a reasonable time after the incident the Emergency Support team must:

- Review incident management – request feedback from all involved as to the effectiveness of the incident management and any improvements that could be considered for future incidents
- Review security provisions at the school – buildings and site
- Create an action plan to improve management and procedures of serious incidents
- To practise the improvements to ensure they are fit for purpose

**Key Emergency Personnel**

<b>School based - Emergency Management Team</b>	<b>Tel/Mob</b>
<p><b>Secretaries:</b> 1 2</p> <p><b>Site supervisor:</b> 1</p> <p><b>Senior Leadership Team:</b> 1 2 3</p> <p><b>Head teacher/Head of School</b> 1</p> <p><b>Fire Wardens:</b> 1 2 3 4</p> <p><b>Educational Visit Coordinator</b> 1</p>	

<b>Non School based – Emergency Management Team</b>	<b>Tel/Mob</b>
<p><b>Academy or Local Authority Emergency Contacts:</b> 1 2</p> <p><b>Governors:</b> 1 2 3</p> <p><b>Cornwall Outdoors:</b> 1 Andy Barclay</p>	<p><b>M: 07968 892855</b> <b>T: 01872 326360</b></p>

**Trip Leader Educational Visit form****Note:** This form to be completed and passed with RAs to head for approval 5days before trip.

Trip venue: \_\_\_\_\_ Date of trip: \_\_\_\_\_

Trip venue postcode: \_\_\_\_\_ OS Grid ref: \_\_\_\_\_

Classes: \_\_\_\_\_ Year Groups: \_\_\_\_\_ Group Leader \_\_\_\_\_

Focus	Group leader to address and Initial	Initial
Trip Approval	Has permission from the head teacher been granted in principle?	
	Has permission from Cornwall CC /Cornwall Outdoors been granted?	
	Have permission slips been received from parents including permission for emergency medical treatment? (To be taken on trip)	
Deputy Leader	Has a Deputy Leader been decided? (Name: _____ )	
Ratio	Has supervision ratio been agreed? See EVC file (Ratio = _____ )	
	Have assisting adults been confirmed and listed?	
Transport	Mode of transport: type of transport - _____	
	Has Transport RA been completed?	
	Have volunteer drivers forms been received?	
Venue	Has a pre-visit been made to the venue?	
	Have RAs been obtained from the venue and checked?	
Risk	Have required RAs been checked & agreed with EVC?	
Assessments	Have all RAs been copied for the Head teacher to sign & agree?	
	Have all RAs been given to Deputy Leader and checked?	
	Is the Leader/Deputy aware of Emergency Procedures?	
	Has child medical register been checked? Need a RA?	
	Have child behavioural needs been considered? Need a RA?	
Briefings	Has any disability been considered? Need a RA?	
	Have supporting staff been briefed, made aware of expectations, read risk assessments and completed circulation form.	
	Have children been briefed and made aware of expectations? To include behaviour, groups, dangers, food & drinks etc.	
Registers	Has a register been compiled for all children/adults? Copy to office	
	Have supervision groups been agreed for circulation to adults?	
	Have all adults mobile numbers been listed to be taken?	
Weather	Will a 'last minute' check be made for suitability of weather?	
	Are children briefed for proper clothing and footwear?	
	Are children briefed about sun risk & protection?	
First Aid	Is there a qualified first aider on the trip + First Aid kit?( _____ )	
	Is First Aider made aware of individual concerns eg. asthma and allergies	
	Are all asthmatic children reminded to take inhalers if required?	
School lunches	Has the canteen been informed how many packed lunches are needed?	
Trip Ongoing	Will the Leader constantly assess risk at all times?	

Signed Group Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Signed Deputy Leader: \_\_\_\_\_ Date \_\_\_\_\_

Signed Headteacher: \_\_\_\_\_ Date \_\_\_\_\_

## TRIP LEADER EMERGENCY ACTION CARD

### FIRST RESPONSE – CARE OF THE GROUP AND COLLEAGUES

- 1) **REMAIN CALM** – Assess the situation
- 2) **SAFEGUARD** – both yourself and other members of the group
- 3) **DELEGATE** – to assistant leaders/adults so you may maintain an overview
- 4) **EMERGENCY SERVICES** – call as appropriate with postcode and/or OS reference
- 5) **FIRST AID** – Carry out to the best of the group's ability, remembering the main aims are to:
  - a) Preserve life
  - b) Prevent the condition worsening
  - c) Promote recovery
- 6) **FIRST AID CHECKS:**
  - a) **Breathing** – ensure the casualty is breathing and if unconscious put them in a safe airway position
  - b) **Bleeding** – find and stop any serious external bleeding
  - c) **Protect** the casualty from the environment or hazard – keep them warm
  - d) **Monitor** their condition, reassure and give emotional support

### FOLLOW ON ACTIONS

- 1) **INFORM** the School Emergency contact and/or the Cornwall Council Emergency Management Officer (See contact numbers overleaf)
- 2) **EMERGENCY SERVICES** – liaise with and take advice from
- 3) **LEGAL LIABILITY** – should not be discussed or admitted – brief all visit members
- 4) **MEDIA** – refer all media, parental or other enquiries to an agreed designated person
- 5) **WELLBEING OF THE GROUP** – Consider shelter, refreshments, transport and repatriation
- 6) **EMOTIONAL NEEDS** – consider removing people from the scene, providing support, giving them useful things to do
- 7) **COMMUNICATION CONTROL** – prevent group members from using phones, cameras, going on line until approval is given
- 8) **WRITTEN LOG** – keep a written log of all actions taken, conversation held and a timescale
- 9) **TRIPS ABROAD** – inform the Foreign Office Consular Assistance Team if abroad on +44 20 7008

## INFORMATION TO BE SUPPLIED TO EMERGENCY CONTACT AT SCHOOL, CORNWALL COUNCIL AND EMERGENCY SERVICES

Who is calling?
What is the name of your School/Academy?
What is your role in the group? (Visit leader, Assistant leader, Volunteers etc)
What number can you be called back on should you become disconnected?
What happened? What is the nature of the emergency?
What is the number and status of any casualties?
What is their current location (post code/OS reference )?
What is the total number of the party?
Are you staying where you are, or moving? If you are moving, new location?
What help do you require?
What time did the incident happen?
What time is it now? (If outside GB what is the time difference?)

## EMERGENCY NUMBERS

Name	Telephone	Mobile
My telephone number		
School telephone number		
Nominated base contact		
Head of School		
Executive Head teacher		
Academy or Local Authority Emergency Contact		
Foreign Office Consular	+44 20 7008	

**EMERGENCY ACTION CARD FOR SCHOOL VISIT INCIDENTS**

**This form should be readily available to any staff likely to take incoming calls from a Visit Leadership team.**

**On receiving a call**

In the event of receiving an emergency call from a group on a visit, remember they may be very stressed. You will need to remain calm to be able to take down some key information without missing anything. Carry out the actions below, as appropriate.

**Take down the following information:**

Who is calling?
If you have more than one establishment, which one are they from?
What is their role in the group (Visit leader, Assistant leader, Helper)?
What number can they be called back on should you be disconnected?
What has happened? What is the nature of the emergency?
What is the number and status of any casualties?
What is their current location (description, post code or OS ref)?
What is the total number of people in the party?
Are they staying where they are, or moving? If they are moving, new location?
What help do they require?
What time did the accident happen?
What time is it now. If the group is outside the UK, what is the time difference?

**Then:**

- 1) Reassure staff that they will be called back as soon as the senior manager is able (within 30 min)
- 2) Contact staff in order of priority below and give them the information you have noted
- 3) If you receive a call from a parent or media refer them to a senior manager

**The table below should be completed with names and numbers of those who should be informed, in order of priority.**

Name	Telephone	Mobile
Head of School		
Executive Head teacher		
Academy / LA		
Chair of governors		
Cornwall Outdoors		

## **EMERGENCY EVACUATION PACK**

The Emergency Evacuation Pack will contain information, instructions, keys etc. and will be taken by a delegated key person to the Evacuation Assembly point and onto the off-site Assembly point if required.

### **THE EMERGENCY EVACUATION PACK WILL CONTAIN:**

Information to check pupils and adults are safely evacuated:

- 1) The registers of the pupils showing those present on the day
- 2) The staff log book showing staff present
- 3) The Visitors log book showing those present on the day

### **Information for Emergency Services:**

4) Emergency Services information plan - showing the location of all electrical switchgear including IT servers; switchgear and location of Photo Voltaic panels; location of gas main and isolation valves, location of gas bottles and isolation valves; location of oil tanks and isolation valves etc.

5) Fire Alarm zone plan - if applicable to show the Fire services the zone that triggered the alarm and source of the fire if known

### **Information and equipment in case of relocation to off-site assembly point:**

- 6) A keys/codes to exit the site and access the off-site assembly point
- 7) Telephone of person in charge of assembly point e.g. village hall
- 8) A full list of all children at school and their home contact numbers
- 9) Key staff must take charged mobile phones (signal at assembly point to be verified)
- 10) On going medication required by individual children
- 11) Emergency asthma inhalers
- 12) Telephone number of Academy / LA and the Emergency Response officer
- 13) Telephone numbers of Governors
- 14) A first aider to carry a first aid kit
- 15) A risk assessment for evacuation off-site ie ' Walking on roads - urban & rural'

## BOMB THREAT CHECKLIST

This checklist is designed to help staff deal with a telephoned bomb threat effectively and to record the necessary information (Information from NaCTSO)

### ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT:

1. Switch on recorder/voicemail (if connected)
2. Tell the caller what town/district you are answering from
3. Record the exact wording of the threat:

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### ASK THE FOLLOWING QUESTIONS:

Where is the bomb right now? \_\_\_\_\_

When is it going to explode? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What will cause it to explode? \_\_\_\_\_

Did you place the bomb? \_\_\_\_\_

Why? \_\_\_\_\_

What is your name? \_\_\_\_\_

What is your address? \_\_\_\_\_

What is your telephone number? \_\_\_\_\_

### RECORD TIME CALL COMPLETED:

If caller number is displayed record. (If not try 1471) \_\_\_\_\_

Inform Emergency support team leader of the number \_\_\_\_\_

Contact the police on 999. Record time informed \_\_\_\_\_

### THE FOLLOWING PART SHOULD BE COMPLETED ONCE THE CALLER HAS HUNG UP AND THE EMERGENCY SUPPORT TEAM AND THE POLICE HAVE BEEN INFORMED:

Time and date of call: \_\_\_\_\_

Length of call: \_\_\_\_\_

Number at which call was received (ie your extension number) \_\_\_\_\_

About the caller: \_\_\_\_\_

Sex of caller: \_\_\_\_\_

Age of caller: \_\_\_\_\_

Nationality: \_\_\_\_\_



## BOMB THREAT CHECKLIST

Tick where appropriate

<b>LANGUAGE</b>	
Well spoken?	
Irrational?	
Taped message?	
Offensive?	
Incoherent?	
Message read?	
<b>CALLER'S VOICE</b>	
Calm?	
Crying?	
Clearing throat?	
Angry?	
Nasal?	
Slurred?	
Excited?	
Stutter?	
Disguised?	
Slow?	
Lisp?	
Accent?	
Type of accent? <b>please state</b>	
Rapid?	
Deep?	
Hoarse?	
Laughter?	
Familiar	
If so, whose voice did it sound like? <b>please state</b>	

Background sounds	
Street noises?	
House noises?	
Animal noises?	
Crockery?	
Motor?	
Clear?	
Voice?	
Static?	
PA system?	
Booth?	
Music?	
Factory machinery?	
Office machinery?	
Other? (specify)	

Other remarks

Signature:.....

Date:.....

Print name:.....

## SCREENING OF MAIL AND DELIVERIES

(Information from Centre for the Protection of National Infrastructure (CPNI) 'PAS 97: 2015 Mail Screening and security')

### **ACTION UPON DISCOVERY OF ANY SUSPICIOUS ITEM DELIVERED OR FOUND**

The discovery of a suspicious item will trigger emergency procedures. Initially take the following actions:

Avoid unnecessary handling:

- If you are holding the item, put it down on a cleared flat surface
- Do not attempt to open it
- Keep it separate so it is easily identifiable
- Do not move it

Move away immediately:

- Clear the immediate area and each adjacent room, including rooms above and below
- If there is any suggestion of chemical, biological or radiological materials, move those directly affected to a safe location close to the incident – keep these individuals separate from those not involved
- Prevent others approaching or accessing the cleared area

### **DO NOT USE MOBILE PHONES OR TWO-WAY RADIOS IN THE CLEARED AREA OR WITHIN 15 METRES OF THE SUSPECT PACKAGE**

Notify the police:

- If the item has been opened, or partially opened prior to being deemed suspicious, it is vital that this is communicated to the police
- Ensure informants and witnesses remain available to brief the police, and that the accuracy of their observations are preserved: encourage witnesses immediately to record their observations in writing, and discourage them from discussing the incident or their observations with others prior to the arrival of the police
- Communicate regularly with staff, visitors and the public.

### **SUSPICIOUS ITEMS CAN INCLUDE LETTERS, PACKETS, PARCELS OR OTHER ODD OR UNKNOWN BAG OR CONTAINER – THEY MAY CONTAIN:**

- Explosive or Incendiary devices
- Sharps or blades
- Offensive materials
- Chemical, biological or radiological (CBR) materials or devices

A delivered item will probably have received fairly rough handling in the post and so any device is unlikely to function through being moved, but any attempt at opening it may set it off. In contrast, even gentle handling or movement of an item containing CBR material can lead to the release of contamination. Unless delivered by a courier it is unlikely to contain a timing device.

Bulky deliveries (e.g. office equipment, stationery and catering supplies) are also a potential vulnerability. This risk can be reduced through measures such as: matching deliveries against orders; only accepting those that are expected; using trusted suppliers wherever possible; maintaining vigilance; inspecting deliveries.

## **POSSIBLE INDICATORS THAT AN ITEM MAY BE OF CONCERN**

Many of these indicators are quite general. One alone will not necessarily constitute a cause for concern. Their individual relevance will vary with context, e.g. depending on the nature of the organisation's business, and in the light of the current threat and response level, local tensions etc.

### **GENERAL INDICATORS:**

- Unexpected item, especially if hand delivered
- A padded envelope ('Jiffy bag') or other bulky package
- Additional inner envelope or other contents that may be difficult to remove
- Labelling or excessive sealing that encourages opening at a particular end or in a particular way
- Oddly shaped or lopsided
- Envelope flap stuck down completely (normally gummed envelope flaps leave slight gaps at edges)
- Marked 'to be opened by...' 'personal' or 'confidential'
- Item addressed to the school or a title (rather than to a specific individual)
- Unexpected or unusual origin (postmark and/or return address)
- No return address or a return address that cannot be verified
- Poorly or inaccurately addressed address printed unevenly or unusually
- Unfamiliar writing or unusual style
- Unusual postmark or no postmark
- More stamps than needed for the size or weight of package
- Odours emanating from package
- Sounds like liquid or crystals within the package

### **ADDITIONAL EXPLOSIVE OR INCENDIARY INDICATORS:**

- Unusually heavy or uneven weight distribution
- Small hole(s) in the envelope, wrapping or box

### **ADDITIONAL CHEMICAL, BIOLOGICAL OR RADIOLOGICAL (CBR) INDICATORS:**

- Powders, crystals, liquids emanating from the package
- Wrapping stained by liquid leakage
- Unexpected items or materials found in package on opening such as powdered, crystalline or granular solids; sticky substances or residues
- Unexpected odours observed on opening, sudden onset of illness or irritation of skin, eyes or nose. These odours could resemble garlic, fish, mothballs, pepper although many harmful substances are odourless. If you do detect an odour do not continue sniffing it.

## **STAY SAFE – ‘RUN, HIDE, TELL’**

(Information from National Counter Terrorism Security Office (NaCTSO) Guidance note 1/2015 ‘Developing Dynamic Lockdown procedures’. More information – [www.gov.org.uk/government/publications/recognising-the-terrorist-threat](http://www.gov.org.uk/government/publications/recognising-the-terrorist-threat).)

### **FIREARMS AND WEAPONS ATTACK (OR OTHER POTENTIALLY VIOLENT ATTACK)**

‘Stay Safe’ principles (Run Hide Tell) give some simple actions to consider at an incident where there is a threat from firearms and weapons attack (or other violent attack)

#### **RUN**

- Escape if you can
- Consider the safest options
- Is there a safe route? RUN if not HIDE
- Can you get there without exposing yourself to greater danger
- Insist children and other adults leave with you
- Leave belongings behind – if you can take your mobile

#### **HIDE**

- If you can’t RUN, HIDE
- Find cover from gunfire
- If you can see the attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets can pass through glass, brick, wood and metal
- Find cover from gunfire e.g. substantial brickwork/heavy reinforced walls
- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone
- Lock/barricade yourself in
- Move away from the door

#### **TELL**

##### **CALL 999 - WHAT DO THE POLICE NEED TO KNOW?**

- Location – where are the suspects?
- Direction – Where did you last see the subjects, where were they heading?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, types of injuries, building information, entrances, exits, hostages etc.
- Stop other people entering the building if safe to do so

## **STAY SAFE – ‘RUN, HIDE, TELL’**

### **ARMED POLICE RESPONSE**

- Follow officers instructions
- Remain calm
- Can you move to a safer area
- Avoid sudden movements
- Keep your hands in view

### **OFFICERS MAY**

- Point guns at you
- Shout instructions at you
- Treat you firmly
- Question you
- Be unable to distinguish you from the attacker
- Officers will evacuate you when it is safe to do so

### **YOU MUST STAY SAFE**

- What are your plans if there were an incident?
- What are your schools Emergency Procedures?
- Do you need a Personal Emergency Evacuation Plan (PEEP)?
- Are your emergency procedures practised?

## PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

A PEEP must be completed with any child or adult that will require assistance in emergency evacuation.

Date PEEP written: \_\_\_\_\_ Review date (less than 12 months) \_\_\_\_\_

Person this PEEP is written for: \_\_\_\_\_

Job title/Class room: \_\_\_\_\_

The writing of this PEEP was assisted by: \_\_\_\_\_

Alarm system : **Continuous Bell (or other)** \_\_\_\_\_

Lockdown signal: \_\_\_\_\_

<p><b>Designated assistance:</b> The following people have been designate to assist in emergency evacuation or lockdown</p> <p>1) _____</p> <p>2) _____</p>
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<p><b>Methods of assistance:</b> (e.g. transfer methods, methods of guidance)</p>   
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<p><b>Equipment provided:</b> e.g.wheelchair, walking aid etc.)</p>   
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<p><b>Exit Procedure:</b> (Describe step by step process to exit and route)</p>      
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**Please staple to this document a plan of the school showing both primary and alternative emergency exit routes**

This document should be kept in class or work area in a known location and a copy filed in the Fire Log in the main office.