



Bomb Threat Policy and Procedures

Little Ealing Primary School

Policy owned by

Resources

Last amendment date

January 2025

Approved by Headteacher

February 2025

Renewal cycle

every three years

RENEWAL DATE

February 2028

Response to a bomb alert

There has been a recent change to the UK terrorist threat level, this is now SUBSTANTIAL meaning an attack is likely.

The Headteacher is nominated as emergency event manager (plus SLT in their absence) to initiate, manage and conclude the bomb alert. They will also communicate with emergency services.

Most bomb threats are made over the phone, and the overwhelming majority are hoaxes made with the intent of causing alarm and disruption. No matter how ridiculous or unconvincing, any hoax is a crime and must be reported to the police.

Calls may be of two kinds:

- Hoax threats designed to disrupt, test reactions or divert attention
- Threats warning of a genuine device – these may be attempts to avoid casualties or enable the terrorist to blame others if there are casualties. However, genuine threats can provide inaccurate information about where and when a device might explode.

Ensure that all staff who could conceivably receive a bomb threat are trained in handling procedures or have ready access to instructions.

Step 1. Taking the call

- Stay calm and listen.
- Obtain as much information as possible, following the bomb threat checklist – try to get the caller to be precise about the location and timing of the alleged bomb and whom they represent. If possible, keep the caller talking.
- When the caller rings off, dial 1471 (if that facility operates and you have no automatic number display) to see if you can get their number.
- Immediately report the incident to the Headteacher or in their absence SLT to decide on the best course of action and notify the police. If you cannot get hold of anyone, and even if you think the call is a hoax, inform the police directly. Give your impressions of the caller and a detailed account of what was said.
- If you have not recorded the call, make notes for the security staff or police. Do not leave your post – unless ordered to evacuate
- The Headteacher will Dial 999, and police will respond. You should always consider their advice before deciding to close or evacuate.

Step 2. Decision to evacuate

- Staff should await further instructions.
- Senior staff will check the routes to the school's muster point. This is the same area identified on the Emergency Evacuation Route Map. Located in each and when the routes are deemed safe, the fire alarm will be set off to signal evacuation (exit routes will be identified on a school plan and allocated to each team member)
- Visitors/volunteers/peripatetic staff should proceed outside to the muster area. classroom.
- Ealing Council should be notified
- All staff will exit the building

Sometimes it may be safer to remain inside a building; identify the most suitable internal spaces. This will be announced via the lockdown alarm being sounded.

Step 3. Search Planning

- Senior staff will search the site if appropriate or await emergency services

Step 4. Removal of a bomb alert

- Staff and pupils remain in the fire drill area until it has been lifted by a senior member of staff/emergency services.
- An official lockdown termination announcement/signal so that all staff know that it is authentic will be the Headteacher or Senior Leader announcing the end of the alert.
- If the alert remains in place, move into an indoor safe space or evacuation to an alternative site.

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services, depending on the severity of the incident. Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents.

Staff should have clear roles and responsibilities. The school's bomb alert procedures must be familiar to senior management team members, school administrators, teaching staff, and non-teaching staff. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity).

Staff's understanding should be regularly checked with regular training refreshers. In addition, a bomb alert drill should be undertaken at least once a year and thoroughly debriefed to monitor the effectiveness of your arrangements. Parents, too, should know that the school has a bomb alert plan and will be regularly tested. However, it is not advisable to share the school's full plan.

Communication between parents and the school

Parents should be given enough information about what will happen and given it at the right time. Since early communication with parents could, in some circumstances, make the situation more difficult to manage, SLT will communicate only when appropriate and when the incident is in hand.

Communications could include:

- Parents are reassured that the school understands their concern for their child's welfare and does everything possible to ensure their safety.
- You do not need to contact the school. Calling the school could tie up the telephone lines required for contacting emergency support providers.
- Do not come to school. They could interfere with the emergency support provider's access to the school and put themselves and others in danger.
- Please wait for the school to contact them about when it is safe to collect their children and where this will be from.

Are aware of what will happen if the lockdown continues beyond school hours.