



CARLTON
ACADEMY TRUST

Carlton Academy Trust Bomb Threat Policy

Approved on behalf of Trustees:

Gareth Logan

Review Date

March 2024

Next Review date:

July 2027

Glossary

HOS: Head of School

Overview and Rationale

This policy outlines procedures when dealing with suspicious devices, or bomb threats made by any communication method. Guidance aims to save lives or limit injuries, protect trust property and operational functionality.

Responsibilities

HOS: Have overall responsibility for managing the response to threats. They must ensure key personnel are familiar with procedures so that they can act appropriately in the event of a threat. They oversee reporting to the police, although this responsibility may be delegated to another senior leader.

Staff

All staff should:

- Actively engage in any training or information provided by the school/trust.
- Immediately follow any instructions given by senior leaders/other appointed staff in the event of a threat.
- Immediately report persons acting in a suspicious manner or any suspicious package/device.
- Keep areas tidy so that suspicious devices may easily be identified.

Actions When a Threat is Received

All threats must be taken seriously, until officially confirmed to the contrary. Schools must call 999 and ask for the police in **all** cases, making it clear that a bomb threat has been received. The person who finds the suspect device or receives the threat should be available for interview by the police or other authorities.

Four types of response may be made:

- **Do Nothing:** Where there is strong evidence that the threat is malicious or a prank, such as calls from an intoxicated person or child.
- **Search and Evacuate:** Appropriate when the threat level is assessed as low.
- **Search and Partial Evacuation:** Usual for moderate threats where there is no reason to believe an explosion is imminent, the suspected device is small, or part of the site is deemed to be a safe distance from the threat.
- **Immediate Evacuation:** For high-risk threats where there is the possibility of an imminent explosion. It may require the HOS to do this without guidance from the police/emergency services, such as when there is a credible warning of an imminent explosion.

Telephone Warnings

Staff receiving a warning should attempt to remain calm, obtain as much information as possible, recording the call and taking the callers number where possible. They should then inform the HOS

without delay, or other appropriate senior leader in their absence. Details must be recorded on the Bomb Threat Guidance (Appendix One).

Email or Social Media Warnings

Should staff receive a threat through email or social media, they must not reply to it, forward it, or delete it. They should make a note of email addresses, usernames, or other identifying information, preserving all web log files to assist police investigations.

Searching for Devices

The police do not always advise to evacuate and may advise that a search is made to confirm the existence of a device. They are normally placed in easily accessible areas, and searches should look to identify items that should not be there, cannot be accounted for, or appear out of place.

Searches should follow the following four steps:

- 1) Stand still at the entrance/threshold of a room/area, looking round to identify signs of a device. These may include small LED light sources, ticking or whirring noises.
- 2) Begin the active search around the sides of the room/area, checking walls from top to bottom and the floor area close to the walls, behind curtains, on and around furniture. The search should rotate round and area, starting and finishing at the same point.
- 3) Continue the search in the main floor area, taking care not to move any furniture. If the floor covering shows recent evidence of disturbance, this must be reported without delay.
- 4) Examine the ceiling area, starting in one corner and then systematically scanning the whole area.

After the search is complete, findings must immediately be reported to the HOS or senior leader in charge.

Actions Where a Suspicious Device is Discovered

- Immediately cease any radio/telephone transmissions within fifty metres of the suspect device. Mobile phones should be removed from the area but **must not** be turned off in the vicinity of the package.
- Do not touch or move the suspected device.
- Where possible, leave something nearby to mark the device's location, making written notes and a sketch plan. The person who discovers the device should remain accessible so they can report to emergency services.
- When directed, set up a cordon of staff around the suspected area, ensuring this is a safe distance from a potential explosion.
- Where there is sufficient reason to doubt whether the package is a bomb, make enquiries to establish ownership of the item. This should be a final action taken after completion of all other action.

Suspicious Letters/Parcels

The 'Seven S' test should be used to help identify suspicious letters or parcels:

SIZE: Is the package big enough to house a device? Does it seem heavy for its size?

SENDER: Do you recognise who sent it from the postmark, label, or typeface? Do they match and can you check with the recipient? Has it been hand-delivered or from an unknown source or unusual location? Does it have poor or illegible handwriting?

SHAPE: Does it have an unusual shape or weight distribution?

STAMPS: Are there any stamps on the parcel, or is it over stamped? Is the postmark blurred, smudged, or missing?

SEAL: Has the letter/parcel been sealed more securely or excessively wrapped to ensure contents do not fall out? Is there any wiring or tin foil visible inside packages where open or partially open?

STAIN: Are there any oily stains/grease marks visible on the envelope or oily fingerprints on the outside? (Some explosives weep/sweat small amounts of liquid that produce a stain).

SMELL: Any package with a strange smell (commonly almonds or marzipan) should therefore be treated with suspicion. The use of perfumes may be used to disguise other tell-tale smells.

Evacuation

Procedures and assembly points should be the same as followed during fire evacuations. This may change where assembly points are deemed to be too close to the perceived threat. Wherever possible, the school should consult with and follow advice from the police/emergency services on safe evacuation locations and distances.

The decision to re-occupy should be made by the HOS or senior leader deputising after advice from police/emergency services.

Staff returning to buildings should check work areas to ensure that there are no further suspicious items. Where found these should be reported without delay.

Appendix One: Carlton Academy Trust Bomb Threat Guidance



Remain calm and promote conversation with the caller, recording the phone number (where possible) and call (where possible)

Date and Time of Call:

Wording of Threat:

--

Questions to Ask Caller

Question	Answer
What is your name? Telephone Number? Address?	
Location of bomb?	
When is it going to explode?	
What does it look like?	

What does it Contain?	
How will it be detonated?	
Who placed the bomb and why?	

Appendix Two: Bomb Threat Post-Call Record



Date, Time, and Duration of Call	
Telephone Number	
Caller Details: Male/Female/Accent/Age	
Voice: Calm/angry/slurred/lisp/stutter	
Threat Language: Well-spoken/irrational/recorded message/foul language/incoherent	
Background Noise: vehicles/animals/house/music/etc	
Additional Comments	

Note: Complete after notification to Head of School and emergency call.