

# Build-a-Future

Main Road, West Ashby, Horncastle, Lincolnshire, LN9 5PT 01507 524015

## Bomb Scare Policy



This Policy is in compliance with: Health & Safety at Work 1974, Management of Health & Safety at Work Regulations 1999 & Regulatory Reform (Fire Safety) Order 2005

Procedure for all staff:

1. In the event of a potential Bomb Scare, staff will be given early notification by the activation of the evacuation alarm; DO NOT evacuate the building until the constant alarm is sounded or you are instructed by the Evacuation Officers.
2. Mobile phones must be switched off immediately.
3. If approached at your desk by one of the Evacuation Officers, each member of staff should undertake a cursory search in their respective room(s) or workstations for any unusual packages, containers or articles that cannot be accounted for. Appointed persons will undertake the same duties in the public and service areas.
4. If you personally receive a threat via your desk telephone remain calm and try to gather the following information:
  - The caller's number (from the phone display)?
  - Time of call?
  - The name of who is making the threat and who they represent?
  - Where the device is located and what it looks like?
  - What will cause it to detonate or if it is on a timer?
  - Any other factors (e.g. accent, background noises, tone of their voice).If possible use the Telephone Bomb Threat Form attached below.

Then call/contact the Headteacher or Health & Safety Officer and pass on all the information to the co-ordinator.

5. Should you discover a suspect package do not interfere with it in any way, contact Adam Webb or Chris Jones immediately and pass on all relevant information then proceed to the building reception and await further instruction.
6. Any items of a suspicious nature should not be interfered with and the Evacuation Officer or Headteacher should be notified of the location of the offending item(s).
7. If the Evacuation Alarm is sounded or you are instructed by an Evacuation Officer to evacuate, and time permits, switch off all electrical appliances.
8. Immediately vacate the building by using the nearest available emergency exits or by following the route as indicated by the Evacuation Officers.
9. Accompany any visitors off the premises together with their coats, cases etc.
10. Proceed to the Evacuation Assembly Point or any alternative assembly point as instructed.
11. Staff should be aware that permissible return to the building might take several hours; provisions for staff welfare will be made available in this circumstance.

Date: September 2018

Review Date: September 2020

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12. Those staff with nominated evacuation responsibilities should undertake them as per the site-specific Evacuation Procedure. If the Emergency Services, in conjunction with site officers, regard the Bomb Scare as a hoax then Evacuation Officers will relay the information to their surrounding staff members. This means that there will not be a requirement to evacuate the building and staff should therefore resume their normal duties.
13. In all cases of uncertainty contact the Police.
14. Out of Normal Working Hours Procedure:
  - When notified directly by the Emergency Services that the building needs to be evacuated for whatever reason follow normal fire evacuation procedures or when outside of the building, instructions given by the Police at the scene.
15. All staff have a duty to know, understand and follow these and associated procedures.

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Education is the Foundation to Build-a-Future  
Company Reg N°: 4521396



### TELEPHONED BOMB THREAT FORM

- This form should be completed by any member of staff who receives a bomb threat via the telephone.
- Obtain as much information as you can.
- Be courteous, listen, do not interrupt or hang up on the caller.
- Complete this form as you go along.

Time of Call:		Date:	
Code Word Given?			
Message Given:			
DETAILS OF CALL			
Where is it located?	Building:		Location:
What time will it go off?			
What does it look like?			
Who are you?			
What will cause it to explode			
MALE <input type="checkbox"/>		ADULT <input type="checkbox"/>	
FEMALE <input type="checkbox"/>		JUVENILE <input type="checkbox"/>	
VOICE CHARACTERISTICS			

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SERIOUS <input type="checkbox"/> LAUGHING <input type="checkbox"/> INTOXICATED <input type="checkbox"/> IRRATIONAL <input type="checkbox"/> RAMBLING <input type="checkbox"/>					
ACCENT (DESCRIBE)				SPEECH IMPEDIMENT <input type="checkbox"/>	
Was the message read <input type="checkbox"/>			OR	Spontaneous <input type="checkbox"/>	
DISTRACTIONS AND BACKGROUND NOISES					
Any noise on the line?				Interruptions?	
Coin operated phone box? <input type="checkbox"/>	Aircraft <input type="checkbox"/>	Factory <input type="checkbox"/>	Animals <input type="checkbox"/>	Children <input type="checkbox"/>	Voices <input type="checkbox"/>
Office/Typing <input type="checkbox"/>	Traffic <input type="checkbox"/>	Office <input type="checkbox"/>	Party/Music <input type="checkbox"/>	Machinery <input type="checkbox"/>	Quiet <input type="checkbox"/>
PERSON RECEIVING CALL					
Number of Telephone on which call was received					
Immediately after the call, notify Adam Webb or Chris Jones  Do not leave the form in the building if you are evacuated.					

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