



Bromstone Primary School

Security Threat Evacuation Policy

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Senior Team Responsibility: Executive Headteacher

Governors' Reviewing Committee: Behaviour and Safety

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Associated Documentation:

Bromstone Primary School Security Threat Evacuation Procedures

Security Threat Evacuation procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school such as a bomb threat.

Procedures should aim to ensure the safety of all pupils and staff.

These procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident in the local community (with the potential to pose a risk to staff and pupils in the school)
- The discovery of an unidentified suspicious package on the school site
- A bomb threat warning being received by phone directly to the school
- On the advice of the emergency services.

The school's evacuation plan is as follows:

Bomb Threat

In the event of a telephoned bomb threat the person receiving the call should ask the caller:

1. Where is the bomb?.
2. What time will it go off?
3. Who is calling? An individual or a group?
4. Allow the person calling to talk as much as they wish.

The person receiving the call should then notify the Executive Head/Head of School/Business Manager.

The site team will raise the alarm as below.

The emergency services should be contacted, but not using the phone that the threat call came in on. This line must be kept clear in case they call back.

A predetermined text should be sent to parents to alert them that the school is evacuating and that they should NOT come to the school or try and contact the school but wait for further information through "Teachers to Parents" texting facility.

Suspicious Package found on site

If a suspicious package is found on site by a member of staff or is brought to a member of staffs' attention, it must not be moved or tampered with in any way. The item should be left in situ.

As far as is possible, the person who sees the package should attempt to remember as much about it as they can. The emergency services will ask its exact location, how long its been there for, what size and shape it is and if there was anything unusual about it. Examples may be exposed wires or electronics that are visible, as well as smells and sounds emanating from it.

No photographs should be taken of the package as some items can be triggered this way.

Signal for evacuation

The signal for a security threat evacuation will be 6 long blasts on an air horn, activated by the site staff. The fire alarm cannot be used due to the electronic signal generated which may affect any possible explosive device on site.

Signal for all-clear

Verbally from designated person via two way radio or in person

Evacuation

1. All classes to evacuate in a calm manner to the school field.
2. If it is known where the package is or is threatened to be, all persons should be evacuated to a minimum distance of 50 metres in the event of a small package (up to brief case size) and 100 metres in the event of something larger or where the size is unknown.
3. Visitors to be escorted to the evacuation point by the member of staff they are visiting.
4. A register should be taken to ensure all children and staff are accounted for.
5. If possible, check for missing pupils, staff and visitors.
6. No communications devices (mobile phones etc) should be used within 15 metres of any suspicious package. Between 15 and 50 metres, devices can be used as long as there is safe cover between the package and the device, e.g. a wall.
7. The emergency services will take control of the situation upon arrival and will direct the school. The schools main point of contact will be the mobile phone used to open the entrance gate. The number for this is 07525 855486
8. Should the school site need to be evacuated, the double gates at the far end of the field will be used.

Parents

Parents will be notified as soon as it is practicable to do so via text messaging.

It is of vital importance that the school's security threat procedures are familiar to all members of the school staff. To achieve this, a security threat drill will be undertaken at least once a year.

Communication between parents and the school

In the event of an actual security threat evacuation, any incident or development will be communicated to parents as soon as is practicable. This may be via text or by website updates.

Parents should be given enough information about what will happen so that they:

1. Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
2. Do not need to contact the school.
3. Do not come to the school. They could interfere with emergency provider access to the school and may even put themselves and others in danger
4. Wait for the school to contact them about when it is safe for you to come and get their children, and where this will be from.

Parents will be told

'..the school is being evacuated due to a security threat. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...'

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 that has triggered the evacuation.

Email Threat

Following several email threats in 2018 the following procedure will be followed. When an email is received that threatens a bomb, hostile incursion, chemical or VAW (vehicle as a weapon) attack:

1. Read the email carefully and ask yourself:
 - a. Is it targeted at your school, i.e. is your school named or otherwise identified?
 - b. Is there a ransom or cost? What currency?
 - c. Is the terminology and wording more inclined towards originating from another country?
 - d. Is the spelling or grammar poor?
 - e. Is the sending email address from another country?
 - f. Has anyone at KCC or the Police stated that there have been several similar emails received by other schools?
2. **If the email appears to be credible, phone the Police on 999.** Ask the police what their advice is in reaction to how seriously you should treat this threat. Follow Police advice if they say that you should evacuate or lockdown. If this advice is given, ask when the police can be expected on site to take control of the incident.
3. Order a lockdown or evacuation immediately.
4. **If the email does not seem credible, phone the Police on 101.** Sending an email like this is a serious crime in itself, notwithstanding the possibility of

there being an actual attack (if you find yourself waiting a long time on the 101 number, you should use the 999 number).

5. When you phone the Police, either on 999 or 101, have the following information to hand:
 - a. Email address from which the email was sent (Sender)
 - b. Email address which received the email (Recipient)
 - c. Exact Date/time email received (as per email)
 - d. Name and contact details of the person who discovered email
 - e. Name and contact details of designated point of contact for school
 - f. Contact details for schools IT/Email Support Provider
 - g. Details of any action taken or proposed by the school in response to the email (e.g. evacuation, early finish time etc.)
6. Ensure you retain an original copy of the email. This is not printed and or forwarded from another person, but the electronic email within inbox where it was originally. This information may be required by Police at a later date.
7. Phone the Area Education Officer, Marisa White as soon as possible.
8. If a likely hoax, inform staff to increase their vigilance, but to carry on as normal.
9. In the same way that you do not report phishing, fraudulent or hooking emails to anyone, there is no need to tell parents. You may decide to inform parents later, but this should be done in a very low key manner.

Phone or Visitor Threat

1. Order a Lockdown immediately
2. Phone the Police on 999. Sending an email like this is a serious crime in itself, notwithstanding the possibility of there being an actual attack
3. The Police will either ask you to evacuate, lockdown or carry on with increased vigilance.
4. If lockdown or evacuation, follow Police advice and await their arrival.

Remember, every incident resulting from threatening letter, email, phone call or visit over the last five years has proved to be a hoax.