



CYRIL JACKSON PRIMARY SCHOOL

PROCEDURES FOR HANDLING BOMB THREATS AND SEARCHING THE PREMISES

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, often the work of malicious jokers, although terrorists do make hoax calls with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, 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.

PRINCIPLES

Base bomb threat procedures on the following principles:

Ensure that all staff who could conceivably receive a bomb threat are trained in handling procedures or have ready access to instructions. This applies particularly to courts, banks, hotels, hospitals, news agencies, public transport organisations and those offering any sort of emergency service. Switchboard operators should be familiarised with procedures.

Draw up a clear list of actions to follow upon receipt of a call. Even though staff may be unable to assess a threat's accuracy or origin, their impressions of the caller could be important. A suggested bomb threat checklist is available under Related Documents.

Consider that the member of staff who receives the threat may not be prepared – receiving such a threat may be the closest that many people ever come to acts of terrorism – so offer some basic advice for staff on handling a threat, for example:

1. Stay calm and listen.
2. Obtain as much information as possible – 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.
3. Ensure that any recording facility is switched on.
4. 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.
5. Immediately report the incident to the relevant manager or security team 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 an exact account of what was said.
6. If you have not been able to record the call, make notes for the security staff or police. Do not leave your post – unless ordered to evacuate – until the police or security arrive.

- See more at: <http://www.cpni.gov.uk/security-planning/business-continuity-plan/bomb-threats/#sthash.ZM7uX3IH.dpuf>

SEARCHING PREMISES

Organisations should consider using searches of their premises for emplaced threats (such as explosive and incendiary devices) as a tool complementing other protective security measures. The regularity and scale of searches should reflect the threat and be proportionate to the risks faced by the particular organisation and site. Daily searches may be appropriate for higher risk sites, and/or at times of heightened threat. Effective searches are most easily conducted in organisations with good safety and security cultures, where work areas are kept tidy and items or behaviours that are suspicious are readily spotted and acted upon.

DEVELOPING A SEARCH REGIME

When developing a search regime, an organisation should consider the following points, noting that the detail will depend upon the circumstances of the organisation and the particular location:

- the rationale for searching;
- what areas are to be searched (e.g. the main public and operational areas, as well as stairwells, fire escapes, corridors, toilets and lifts, and any car parks and surrounding grounds);
- what searches are intending to find;
- when and under what circumstances searches are to be conducted (e.g. daily, and/or in response to some form of security alert);
- who is responsible for conducting searches (for larger sites, responsibility should be divided into manageable areas, noting that individuals who work regularly in an area are best placed to spot unusual or suspicious items. Also, staff should ideally search in pairs to ensure nothing is missed);
- actions to take on finding anything suspicious;
- what training is required to enable staff to conduct searches efficiently and effectively;
- governance of the search regime, including who is responsible for its management and coordination, what records are kept, and how its effectiveness is assured.

SEARCHES DURING AND FOLLOWING EVACUATION

In the event of premises of higher risk organisations being evacuated, searches of the arranged muster points, the routes towards them and the surrounding areas should be made to ensure there are no secondary devices.

A full search of the premises should also be conducted prior to re-occupation by staff. This is a responsibility that lies with the organisation and not the emergency services. The police will take responsibility for searches of any adjacent public areas.

CONDUCTING A SEARCH

- Appoint a Search Co-ordinator (**AHT North Building / FM South Building**) to oversee the operation and liaise with nominated searchers.
North Building Upstairs – AHT and PL
North Building Downstairs – AHT and PL
North Building House – AHT and Communication Group Leader
South Building Upstairs – AHT and PL
South Building Downstairs – AHT and Reception Lead
Nursery – AHT and Nursery Lead
South Building House - Premises

- Initiate the search by issuing a message over a public address system (perhaps coded to avoid unnecessary disruption and alarm), by text message, via personal radio or by telephone cascade.
- Divide the priority locations into areas of a manageable size for one or two searchers. Ideally, staff should search in pairs to ensure nothing is missed.
- Ensure that those conducting searches are familiar with the areas and what they would normally expect to find there. They do not need to be experts in explosives or other devices but able to recognise anything that should not be there, is out of place or not yet accounted for.
- Develop appropriate techniques for staff to be able to routinely search public areas without alarming any visitors or customers present.
- During the searches place particular focus on: areas that are open to the public; any enclosed areas such as cloakrooms, stairs, corridors and lifts; any evacuation routes and muster points; car parks and other external areas such as goods or loading bays.
- Under no circumstances should a suspicious item found during a search be touched or moved in any way. The police should be informed immediately and they will ensure an appropriate response.

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Check the Search Plan with local police and/or CTSA and practise it regularly.

- See more at: <http://www.cpni.gov.uk/Security-Planning/Business-continuity-plan/Search-premises/#sthash.Md6Fq3as.dpuf>

BOMB THREAT CHECKLIST











This checklist is designed to help staff to deal with a telephoned bomb threat effectively and to record the necessary information.

Action to be taken on receipt of a bomb threat:




- Switch on recorder / voicemail (if connected)
- Tell the caller which town / district you are answering from
- Record the exact wording of the threat:






Ask the following questions:

Where is the bomb right now?	
When it is 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:

Where automatic number reveal equipment is available, record number shown:	
Inform the Security Co-ordinator, and record their name and telephone number:	
Contact the police on 999. Time informed:	

The following part should be completed once the caller has hung up and the Security Co-ordinator and the police have been informed:

Time and date of call:	
Length of call:	
Number at which the call was received (ie, your extension number):	

About the caller:

Sex of caller:	
Age:	
Nationality:	

Language:


<i>Tick as appropriate</i>	
Well spoken	
Taped message	
Incoherent	

<i>Tick as appropriate</i>	
Irrational	
Offensive	
Message read by threat maker	

Caller's voice:

<i>Tick as appropriate</i>	
Calm	
Clearing throat	
Nasal	
Excited	
Disguised	
Lisp	

<i>Tick as appropriate</i>	
Crying	
Angry	
Slurred	
Stutter	
Slow	
Accent	

Type of accent:	
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<i>Tick as appropriate</i>	
Rapid	
Hoarse	
Familiar	

<i>Tick as appropriate</i>	
Deep	
Laughter	

If familiar, whose voice did it sound like?



Background sounds:

<i>Tick as appropriate</i>	
Street noises	
Animal noises	
Motor	
Voice	
PA system	
Music	
Office machinery	

<i>Tick as appropriate</i>	
House noises	
Crockery	
Clear	
Static	
Booth	
Factory machinery	

Other (specify):



Other remarks:



Signature:



Date:



Print name:

