

BOMB THREAT POLICY

ST ANN'S SCHOOL



BOMB THREAT AND BOMB THREAT EVACUATION POLICY ST ANN'S SCHOOL

In the event of a bomb threat evacuation each class group, with appropriate staffing levels to meet the medical, mobility, communication and behavioural needs of the students, will vacate St Ann's through the nearest available safe exit and make their way to St Mellitus Church Hall, Church Road Hanwell W7.

Staff should follow the route map included with this policy ie via York Avenue, Balfour Avenue, Cherington Road and Church Road.

Staff and students will remain at St Mellitus' Church hall and await further instructions from the police.

Should a bomb threat be made to St Ann's by telephone:

1. The person receiving the call should remain calm and systematically follow and fill in the **'Generic bomb threat checklist' reissued 27.01.16 by the Local Authority**. Copies of the checklist are permanently kept in the bottom drawer of each of the office desk console units.
2. The Headteacher or senior member of staff on site must be informed as soon as the bomb threat telephone call has ended.
3. The Headteacher/Senior member of staff will then inform the police and remind them that St Joseph's School is adjacent to St Ann's.
4. The Headteacher will immediately delegate other members of the senior leadership team and the fire warden (if available) to calmly and by word of mouth instruct all staff to immediately get the students ready to evacuate the site. The phrase **'Bomb threat, get ready to evacuate to St Mellitus' church hall. Wait for further instructions'** will be used.
5. The Headteacher will inform the Local Authority Critical Incident Coordinator **(020 8825 7418)** that a bomb threat has been received, and that the school is about to evacuate the premises.
6. St Ann's Administrator will inform St Joseph's school office that St Ann's has received a bomb threat and that the police have been informed.
7. St Ann's School Business Manager will ring through to St Mellitus Church **(020 3067 0035)** to inform them that we are activating St Ann's emergency evacuation plan and will be arriving at St Mellitus. Church hall in approximately 15 minutes.
8. The Administrator will ensure that all student and staff emergency contact details are taken to St Mellitus church.
9. The School Nurse will be immediately informed so that emergency medication can be collected ready for evacuation

Bomb scare evacuations will normally be managed by the police. These are 'silent evacuations' ie the fire bell will not be sounded.

Staff and students will normally be asked to take personal belongings with them.

The police may advise that doors and windows are to be left open.

Reviewed February 2016
Next review date: February 2018