



St Ann's School Bomb Threat and Bomb Threat Evacuation Policy

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 through the railway arches to the field before the Bunny Park (known as Alwyne Road Park)

Staff should leave school by following this route

- exit school via the car park or Telstar provision and turn right along Springfield Road.
- safely cross Station Road, walk past the Rest Garden on your left
- pass through the railway arches, keeping to the left along the path and congregate in Alwyne Road Park. This is the area just before the Bunny Park.
- each class group should take a register once at Alwyne Road Park and inform a member of the SLT if any students or staff are unaccounted for.

Staff and students will remain at Alwyne Road Park 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**' produced 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 fire wardens 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 Alwyne Road Park. Wait for further instructions**' will be used. Depending on the circumstances the school's tannoy system may also be used to issue this warning.
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. The Administrator will ensure that all student and staff emergency contact details and phones are taken to the park
8. 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 : October 2022

Next review : October 2024