



## STATIONERS' CROWN WOODS ACADEMY

### **Bomb Threat Policy (Local)**

#### **Introduction**

Although the threat of terrorist violence has retreated, recent events have shown that such threats can easily arise from both terrorists and those with simple malicious intent. To counter this threat the school has in place a set of procedures for dealing with such threats.

#### **The threat**

The most likely threat to the School is from someone with a desire to disrupt the running of the school rather than from a terrorist organisation wishing to cause an outrage by exploding a bomb on the premises. **Unfortunately this cannot be assumed and all threats, however outlandish they may appear, must and will be taken seriously.**

#### **Sources of threat**

##### *Telephone calls*

The most common form of notification of a bomb is that of a telephone call from the organisation concerned. If the School receives such a call then the Immediate Actions listed below should be carried out.

##### *Packages*

Causes for concern could be packages delivered to the School. See Annex A for Aids to Detection. Equally unidentified packages left on the premises may give cause for concern. In all cases staff should not hesitate to question why the package is there and should equally not hesitate to carry out the Immediate Actions if their concerns are not IMMEDIATELY allayed.

##### *Vehicle bombs*

It is highly unlikely that a car or other vehicle bomb would be used against a target such as Stationers' Crown Woods Academy, but in such an event the Police should be notified immediately. Details required by the Police will include the registration number and description of the vehicle.

#### **Immediate actions in school hours**

In the event that SCWA receive a call indicating that there is a bomb on campus, the following general procedures should be followed:

1. The **individual receiving the call from the person indicating there is a bomb on campus (person A)** should **remain calm, be courteous, and listen carefully** for details that must be recorded below:

#### **TELEPHONE BOMB THREAT CHECKLIST/REPORT FORM**

**KEEP CALM:** Do not get excited or excite others. **DATE:** \_\_\_\_\_

**TIME CALL RECEIVED:** \_\_\_\_\_ am/pm **TIME CALL TERMINATED:** \_\_\_\_\_ am/pm

**EXACT WORDS OF CALLER:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Delay: Ask caller to repeat**

**Questions Person A should ask:**

- A. Time bomb is set to explode? \_\_\_\_\_  
B. Where located? Building \_\_\_\_\_ Area \_\_\_\_\_  
C. Kind of bomb? \_\_\_\_\_  
D. Description? \_\_\_\_\_  
E. Why kill or injure innocent people? \_\_\_\_\_

**Voice description:**

- Male                       Female                       Calm                       Nervous  
 Rough                       Refined                       Young                       Middle-aged                       Old

Accent Yes/No Describe \_\_\_\_\_

Speech impediment Yes/No Describe \_\_\_\_\_

Unusual phrases \_\_\_\_\_

Recognize voice? If so, who do you think it was? \_\_\_\_\_

**Background noise:**

- Music                       Running motor (type) \_\_\_\_\_                       Traffic  
 Whistles                       Bells                       Horns                       Aircraft                       Tape Recorder  
 Machinery                       Other \_\_\_\_\_

**Additional information:**

- A. Did caller indicate knowledge of the academy? If so, how? In what way? \_\_\_\_\_  
\_\_\_\_\_  
B. On what line did call come in? \_\_\_\_\_  
C. Is number listed? Yes/No Private number? Whose? \_\_\_\_\_  
D. Dial 1471 immediately after taking the call and record any information gauged from this  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Person A** should immediately notify the main reception in the Crown Building on 2243 (Julie Taylor)/2235 (Nicola Biggs)/2242 (Marion Roberts)/2213 (Mick Wilmot)/2211 (Anita Croft)/8036 (Faz Rahman)/2210 (David Millar). **Person A** must not talk to anyone other than as instructed by the Executive Principal (David Millar)/Associate Principal (Anita Croft/Faz Rahman) /Business Manager (Mick Wilmot).