Pinders Primary School

Bomb Threat Procedure

**Introduction**

The vast majority of bomb threats are hoaxes designed to cause alarm and disruption. As well as the rare instances of valid bomb threats, terrorists may also make hoax bomb threat calls to intimidate the public, businesses and communities, to draw attention to their cause and to mislead police. While many bomb threats involve a person-to-person phone call, an increasing number are sent electronically using email or social media applications.

**No matter how ridiculous or implausible the threat may seem, all such communications are a crime and should be reported to the police by dialling 999**

**Procedures to follow**

**If you receive a telephone threat you should:**

* stay calm and listen carefully
* have immediate access to a checklist on key information that should be recorded [(see bomb threat checklist - attached)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/552301/Bomb_Threats_Form_5474.pdf)
* if practical, keep the caller talking and alert a colleague to dial 999
* if displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended
* if the threat is a recorded message write down as much detail as possible
* If the threat is received via text message do not reply to, forward or delete the message. Note the number of the sender and follow police advice
* know who to contact in your organisation upon receipt of the threat, e.g. building security/senior manager. They will need to make an assessment of the threat

**If the threat is delivered face-to-face:**

* try to remember as many distinguishing characteristics of the threat-maker as possible

**If discovered in a written note, letter or as graffiti:**

* treat as police evidence and stop other people touching the item

**If the threat is received via email or social media application:**

* do not reply to, forward or delete the message
* note the sender’s email address or username/user ID for social media applications
* preserve all web log files for your organisation to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

**INFORM Headteacher or other senior leaders as soon as possible.**

The Headteacher or Senior Leader will make the decision whether to evacuate, invacuate or lockdown.

### **Media and communication**

Avoid revealing details about specific incidents to the media or through social media without prior consultation with police. Do not provide details of the threat, the decision making process relating to evacuation (internal or external) or why a decision not to evacuate was taken.

Releasing details of the circumstances may:

* be an objective of the hoaxer and provide them with a perceived credibility
* cause unnecessary alarm to others
* be used by those planning to target other venues
* elicit copycat incidents
* adversely affect the subsequent police investigation