



## Bomb Threat Policy

At Abbey Wood Grange security is regarded as one of importance for all children, staff and Visitors. The Bomb Threat Policy is to maintain maximum safety at all times.

All staff have been instructed to follow the rules set out in this policy which is aimed at ensuring safety for everyone.

The vast majority of bomb threats are hoaxes designed to cause alarm and disruption.

A bomb threat should ALWAYS be taken seriously.

The following procedures should be taken if you receive a telephone threat

- Stay calm and listen carefully
- Record all information on the Bomb threat checklist
- If practical, keep the caller talking and alert a colleague to dial 999
- If displayed on the phone note the number of the caller
- If the threat is a recorded message write down as much detail as possible
- If the threat is received via txt message do not reply to, forward or delete the message, note the number of the sender and follow police advice
- Contact the manager on duty upon receipt of a threat

The following procedures should be taken if the threat is delivered face -to – face

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

The following procedures should be taken if you receive a threat in the form of a written note, letter or graffiti.

- Treat the threat as police evidence and stop other people touching them

The following procedures should be taken if the threat is received via email or social media.

- Do not reply to, forward or delete the message
- Note the sender's email address or username
- Preserve all web log files for your organisation to help the police investigation

**REMEMBER** : Dial 999 and follow Police advice.

Responsibility for the initial decision making remains with the manager on Duty.

Leaving the nursery will happen if advised by the police to do so and the threat is credible and will move people towards a safer location.

In the event of an evacuation, this shall be led by fire marshals to the area decided upon by the Manager on duty.

# Abbey Wood Grange

## Bomb Threat Checklist

Exact wording of the threat.
Where is the bomb right now?
When is it 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?
Time and date of call
Length of call
Sex of caller

Nationality

Language

- Well spoken
- Irrational
- Taped message
- Offensive
- Incoherent
- Message read by threat maker

Callers voice

- Calm
  - Crying
  - Clearing throat
  - Angry
  - Nasal
  - Slurred
  - Excited
  - Stutter
  - Disguised
  - Slow
  - Lisp
  - Accent
  - Type of accent \_\_\_\_\_
  - Rapid
  - Deep
  - Hoarse
  - Laughter
  - Familiar
- If so who's voice does it sound like?

Background sounds

- Street noises
  - House noises
  - Animal noises
  - Crockery
  - Motor
  - Clear
  - Voice
  - Static
  - PA system
  - Booth
  - Music
  - Factory machinery
  - Office machinery
  - Other
- \_\_\_\_\_

Other remarks

Signature:

Date:

Print Name: