



# St. Edward's Church of England Academy

## Invacuation and Threat Policy

**Approved by Trustees:**  
**Last reviewed in: March 2023**  
**Next review due by: March 2025**  
**Non-Statutory Policy**



St Edward's  
Church of England  
Academy

## The Vision for Education at our Academy

***Jesus says, "I have come that they may have life and have it in all its fullness."  
John 10:10***

Our school vision is to ensure that God's aspiration for us all, as expressed in Jesus's words from John 10:10, is reflected in our aspiration for all of our children and staff to experience a full and rich life of learning, growing, helping, and caring for each other.

We are an inclusive community where all are welcomed, supported and celebrated for all they are and for all they do. Our Academy is a place of, and a space for, flourishing and fulfilment because here...

**...we are 10:10 people.**

As a Christian Academy, we live and breathe our core values:

- Respect
- Courage
- Hope
- Friendship

***"For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give you hope and a future."***

Jeremiah 29:11

***"Be strong and courageous.  
Do not  
be afraid; do not be  
discouraged for  
the Lord your God will be with  
you wherever you go."***

Deuteronomy 31:6



***"I no longer call you  
Followers. Instead I call  
you friends."***

John 15:15

***"Show proper respect to everyone"***

1 Peter 2:17



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## Bomb Threat Guidelines

### Introduction

Under the Management of Health and Safety at Work Regulations 1999 the trustees of St Edward's Church of England Academy ensure that appropriate procedures are in place in the event of serious and imminent danger.

A duty of care is owed to all staff and visitors to safeguard them from risks to their safety. Our evacuation and invacuation plans are appended to this document and available on the academy website.

Although the plans will hopefully never be needed, it is essential to have arrangements in place for dealing with bomb threats and suspicious packages so that staff know how to act should the occasion ever arise.

## Bomb Threats

### 1. Telephone Calls

The most common form of notification of a bomb threat is that of a telephone call from the organisation concerned. If a message containing a threat is received, the person taking the call must:

- Listen to the caller without interrupting to gain as much information as possible using the "bomb threat check list" – Appendix A
- Notify the Principal or Vice Principal immediately
- Indicate that you have received a bomb threat and give your name, telephone extension number, location and brief details of what has been said
- Keep the telephone line clear and await further instructions

### 2. Suspicious Packages left in school

Suspicious packages may be received in the post as mail or may be discovered in any part of the building as unattended and unidentified packages or other items for example unattended bags. If a suspicious package is identified staff must:

- Assess whether the package should be treated as suspicious taking into consideration
  - Is the package hidden or does it appear to be lost property
  - Is it clearly suspicious – using the guidance in appendix b
  - Is it typical for the environment it is in (e.g. a carrier bag left in the entrance hall)



- Whether there has been a specific threat to the school or the local authority
- If it is determined that the package is “suspicious” notify the Principal or Vice Principal immediately

### 3. Letter Bombs

Letter bombs take many forms and may come in any shape or size, parcels, envelopes or padded “jiffy bags”. They may explode or ignite when they are opened, instead of being posted, such devices may be delivered by hand or arrive via courier.

Those members of staff who are responsible for receiving and opening the post must familiarise themselves with the guidance and procedures contained in Appendix B – detecting a suspicious package. Should any member of staff have any reason to suspect that a package or object may contain an explosive device they should:

- Do not touch it;
- If possible leave a distinctive marker near (not touching) the object;
- Do not attempt to open or move the package;
- Evacuate the area immediately
- Notify the Principal or Assistant Principal immediately

### 4. Assessing the Threat

The purpose of evacuation is to move people from an area where they might be at risk to a place of lesser risk. Evacuation will not always be the first response. Limited evacuations of sections of the building may be appropriate where suspicious packages are found.

Evacuation may need to take place in response to:

- A threat call directly to the school;
- A threat call received elsewhere and notified to the school by the police;
- The discovery of a suspicious item in the building or the discovery of a suspicious item or vehicle outside the school
- The discovery of a suspicious item elsewhere notified by the police or neighbours

The Principal or Vice Principal will determine the course of action based on all the information available and make an informed judgement regarding whether to:

- Evacuate the building
- Contact the police for advice or assistance;
- Initiate a search of the building
- Dismiss the call as a hoax



Bomb threats/suspicious packages must always be taken seriously. No risk should be taken or assumptions made until the matter has been properly investigated in co-operations with the police.

## 5. Evacuation Routes

The meeting point for this type of evacuation is the field situated between Westwood Road and Spring Gardens, evacuation routes may be redirected to ensure that routes do not take people past a suspect device or vehicle. Alternative evacuations plans will be brought into effect by the Senior Leadership Team should the need arise.

## 6. Evacuation Procedure

Should the Principal or Vice Principal decide that a full evacuation is necessary, the following actions will be taken:

- A message will be sent to classrooms using the Net Support Notify system. The code word for the evacuation will be **"TUNNEL"**, under NO CIRCUMSTANCES MUST THE ALARM SYSTEM BE ACTIVATED.
- The Principal or Vice Principal will immediately contact the police and Staffordshire County Council regarding the threat and the course of action
- A senior member of staff will immediately proceed to the year 8 playground to open the bus park gates to enable access to the field
- Each class should calmly evacuate the building. Both staff, pupils and visitors will meet at the bomb threat evacuation point which is located at the top of the field adjacent to the bus park.
- The fire drill procedure will then be followed to ascertain that all staff and pupils are accounted for.
- Fire marshal will perform a cursory check of each room to check that all staff, pupils and visitors have evacuated the building
- Vigilance should be exercised in noting the presence of strangers or of unusual parcels or packages in the building. Under no circumstances should anyone attempt to move or interfere with a suspect package
- The police will take control of the school



## 7. Invacuation Procedure

Should the Principal or Vice Principal decide that a full invacuation is necessary, the following actions will be taken:

- A message will be sent to classrooms using the Net Support Notify system. The code word for the invacuation will be **"CATHEDRAL"**, under NO CIRCUMSTANCES MUST THE ALARM SYSTEM BE ACTIVATED
- The Principal or Vice Principal will immediately contact the police and Staffordshire County Council regarding the threat and the course of action
- If applicable each class should calmly get under their tables, blinds should be closed and classroom doors should be barricaded with articles close at hand or locked if the staff member has a key
- SLT or site manager to sweep the building and take to a safe area
- If an invacuation is required during break or lunch 3 prolonged bells will be sounded. Pupils and staff should quietly and quickly move to their form rooms without collecting belongings and await further instructions. The decision to sound the bell will be made by the Senior Team
- A register should be taken of exactly who is in your classroom
- Do not allow anyone to leave your room until further instructions are provided
- Vigilance should be exercised in noting the presence of strangers in the building
- The police will take control of the school and no one will be allowed access out of or back into the school until the Principal or Vice Principals has received the all clear from the police

## 8. Monitoring and Review

This policy will be monitored regularly following evacuation drills, procedures, risk assessments or changes in legislation



## Appendix A

### Bomb Threat Call Checklist

This form should be completed once the caller has hung up

- **Call Details**
- **Date and time of the call**
- **Duration of the call**
- **Name of person taking the call**
- **Location of the bomb**
- **About the caller**
- **Sex**
- **Nationality/Regional accent**
- **Estimated age**
- **Tone of voice i.e. scared, excited, upset, aggressive, calm**
- **Background noises i.e. cars, people, music, machinery**
- **Remarks or code words used**
- **Other relevant information, including name and contact details if given:**

#### Your Details

**Signature of call taker:**

**Print name:**

**Time:**

**Date:**





## Appendix B

### Detecting a suspicious package

The likelihood of a school receiving a letter bomb or suspect biological/chemical package is very low, however, staff should be aware of the immediate steps to be taken if a suspect package is received or if they come into contact with a biological or chemical substance. A suspect package can be left anywhere by anyone and can have any appearance. It should not be handled, moved or tampered with in any way.

Possible indications of a suspect package may include:

- Protruding wires or tin foil
- Noise or smoke from the package
- Excessive or grease marks on the wrapping
- A letter that is unusually thick (over 5mm), excessively heavy, lop-sided or stiffened
- An inner envelope which is tightly taped or bound
- An unusual odour including but not restricted to almonds, marzipan or machine oil
- Discolouration, crystals on the surface or any powder or powder-like residue on the envelope or wrapping (suspect biological/chemical threat)
- Poor handwriting, spelling or typing
- No return address or postmark that does not match the return address
- Too many stamps for the weight of the package
- Delivered by hand from an unknown source or posted from an unusual place or source

If a suspected package is received, the following procedures must be adhered to:

- Stay calm
- Put the letter or package down gently and walk away
- DO NOT put the letter or package into anything or put anything on top of it
- Ask everyone to leave the areas
- DO NOT use mobile phones or sound the alarm
- Notify the Principal or Assistant Principal immediately

### If a suspected biological or chemical packaged is received

- Stay calm
- Do not touch the package further or move it to another location
- Do not touch eyes, nose or any other part of the body



- Shut all windows and doors in the room and leave the room, but keep away from other people until medical examination has taken place
- Notify the Principal or Assistant Principal immediately

**The Principal or Vice Principal must:**

- Evacuate the building as per the above instructions, keeping people away from the contaminated room
- Notify the police immediately
- Ensure that any air conditioning systems in the building have been turned off and that all fire doors and windows have been closed
- Keep all persons exposed to the materials are separated from others. If anyone is experiencing symptoms of chemical exposure e.g. streaming eyes, coughs and irritated skin seek medication attention immediately.