



St. Dunstan's Catholic Primary School.
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Bomb Threat Response Plan

This plan sets out a summary of the action St. Dunstan's Catholic School will take if we receive a bomb threat/hoax. All guidance has been taken from West Midlands Police.

In light of any event St. Dunstan's Catholic Primary School, West Midlands Police and the Local Authority will work together to:

- Protect school staff and pupils from harm
- Share information so that the threat from a bomb call can be accurately assessed
- Provide a proportionate response to a bomb call which minimises disruption to schools and daily school life
- Reassure school staff, pupils, their families and the wider community
- Identify and prosecute those responsible for making hoax bomb calls

Planning and Preparation prior to a threat

- Response plan is in place.
- Frontline staff have access to a brief script and a Bomb Threat Checklist sheet (See Appendix).
- All staff know that the designated senior decision maker is the Head teacher in the event of a bomb threat.
- All staff will report anything unusual or suspicious.

Person receiving a bomb threat

- The person receiving the call should allow the caller to finish the message without interruption.
- Immediately afterwards attempt to trace the number by dialling 1471, if possible. If the call is received via the switchboard, or a phone that shows the telephone number on an LCD screen, try to make a note of the number before the caller rings off.
- Notify the Head teacher.
- Complete the Bomb Threat Checklist as fully and as soon as possible after the call.

Contacting West Midlands Police

- The Head teacher/designated senior decision maker *along with* the person receiving the bomb threat should call '999' and provide the information from the Bomb Threat Checklist.
 - The following additional information will be provided:
 - A mobile contact number so the Head teacher or designated senior decision maker can be contacted should they evacuate from the school.
 - The number of pupils and staff at the school.
 - Whether a decision has already been made to evacuate/close the school. If yes, the location of the assembly area.



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- West Midlands Police will use the information from the Bomb Threat Checklist to make an initial threat assessment. West Midlands Police will liaise with colleagues in counter- terrorism and check all available intelligence and information databases.
- A West Midlands Police duty officer (normally the local Duty Inspector or Duty Sergeant) will then contact the Head teacher or designated senior decision maker.
- The West Midlands Police duty officer will advise that either (a) they believe the threat has come from a terrorist group or individual with the capability to carry out the threat (i.e. it is a *credible* threat) or (b) they do not believe the threat has come from a terrorist group and there is no other intelligence or information to suggest any further risk (i.e. it is *not* a credible threat)
- The initial West Midlands Police assessment will be completed as quickly as possible and will be updated as more information becomes available. It is recognised that the school may decide to take action before the initial police assessment has been completed.

Deciding to Evacuate

- The decision to evacuate the school is the responsibility of the Head teacher or designated senior decision maker.
- West Midlands Police will share information with the Head teacher and provide advice to help them assess the risk and determine whether an evacuation (partial or full) is necessary and proportionate. In making their assessment the Head teacher will consider the nature of the threat (vague, indirect, inconsistent or implausible, very specific, feasible, evidence of planning etc.), whether any suspect device has been located, whether there has been recent suspicious or unusual activity and the impact upon pupils (e.g. inclement weather)
- As a rule of thumb consideration will be given to evacuating if there is a credible threat.
- Consideration will also be given to not evacuating if there is no credible threat.
- If the decision is made to evacuate a school then it will be conducted through word of mouth (i.e. without the use fire alarms) and staff/pupils should evacuate immediately to a location as advised by West Midlands Police via the quickest route.
- If the decision is made to close the school parents/carers will receive a text message using the Gateway or text messaging system.

Police attendance and building search

- In the event of a credible bomb threat police will attend the school to maintain cordons and co-ordinate the emergency response. A police-led search of the school premises is likely to be undertaken.
- In the event of a non-credible bomb threat police *may* attend to provide visible reassurance and enable face-to-face contact with the Head teacher. A search of the school premises by police will only be undertaken on the rare occasions it is considered necessary and proportionate.

Post Incident Investigation

- Making a hoax bomb threat is a criminal offence under Section 51 of the Criminal Law Act 1977 and Section 1 of the Malicious Communications Act. West Midlands Police treats such matters very seriously and will always work to bring malicious callers before the courts.
- Witness statements are likely to be required from (a) the member of staff who received the original call and completed the Bomb Threat Checklist and (b) the Head teacher/person in charge of the school to describe the impact of the disruption caused by the hoax threat.



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Appendix

Write down the exact words of the message as told by the caller:

What is the location of the bomb?

What time is it set to go off?

What does it look like?

What type of bomb is it?

What sort of explosives does it use?

Why has it been planted?

Who are you?

Where do you live?