



East Barnet School
'I want to learn'

BOMB EVACUATION PROCEDURES

Version: 3.0

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Reviewer: Premises Manager
Key Link: Health & Safety Link Governor

Bomb Evacuation Procedures

East Barnet School, Chestnut Grove, East Barnet, EN4 8PU

See also Critical Incident Management Plan

Principles

The overriding consideration must always be the safety of staff, students, visitors and the general public. The purpose of this guidance is to ensure any emergency situation can be dealt with in a pre-planned and organised manner to maintain the safety of all persons and co-ordinate an evacuation in conjunction with the emergency services.

All staff and students must be aware of evacuation procedures (see Fire Evacuation procedures). All persons on site (visitors, contractors etc.) must be instructed on the procedures for evacuation of the building/establishment.

A bomb threat could be received in a number of ways:

- Via the main switchboard
- Any internal phone with a direct dial facility
- The police
- The local press
- Another third party

Procedures

1. Planning for evacuation

Normally the same procedure is followed as in the case of a fire. Using one of the fire alarm call points would normally activate the alarm but the signal should sound differently for example a repeated intermittent ring.

It is sensible to use the designated assembly points for fire as bomb assembly points to avoid confusion. If the assembly point area is compromised, eg. Explosive device at rear of building, then the Head of Premises will designate another area for assembly and inform staff as soon as feasibly possible and before evacuation proceeds.

Care should be taken to ensure that assembly points are of a suitable distance away from buildings and car parks taking into account the possible spread of blast, glass and debris damage.

2. Designated Staff

- Incident Control Manager would normally be the Headteacher and acts as the focal point for all communication.
- Premises Controller (Deputy Head) coordinates evacuation procedure.
- Fire Wardens are the staff with area responsibilities.
- First Aiders role remains unchanged.

3. Actions to be taken

Incident Control Manager (Head Teacher – if not available Deputy Head)

1. Notify the police and Local Authority
2. Isolate the area - the minimum distance should exceed 50 metres
3. Do not touch anything
4. Evacuate the building/s and assemble at the designated area
5. If the main telephone line received a threat, ensure that the bomb threat sheet (Appendix 1) is completed and made available to the police on their arrival.
6. Lapse Time until the device is due to explode and take the following action:

Less than one hour time lapse	More than one hours time lapse
Sound the alarm	Sound the alarm
Dial 999 inform the police of the incident control point	Telephone Barnet Police control room and report the incident - 0300 1231212
Provide the police with details from the bomb threat sheet	Set up a temporary incident room
Dial 999 to advise Fire Brigade	Telephone the Barnet Fire Brigade to advise - 020 8555 1200 or 999
Inform the Local Authority and Chair of Governors of events	Inform the Local Authority and Chair of Governors of events

Premises Controller (Deputy Head, if not available Member of Senior Leadership Team)

1. Report to a predetermined area (usually main office)
2. Detail nominated staff to doorways to prevent re-entry to the building
3. Liaise with police and provide assistance if required
4. Liaise with the Incident Control Manager.

Fire Wardens

These members should check their designated area to ensure that it is evacuated. The all clear for evacuation of the area should be reported to the Incident Control Manager.

First Aiders

On hearing the alarm the first aiders should report to the Incident Control Manager. Where a detour or significant delay is not required, first aid kits should also be brought.

4. Operating the Incident/Bomb Alarm

1. Sound alarm, follow Fire Drill Evacuation Procedures
2. Telephone the Fire Brigade to advise of your actions. Use the standard message below:

“We are ringing to inform you that a bomb threat has been received and we are activating the bomb alarm in order to evacuate the building(s). The information that we have received indicates that the bomb is set to explode atam/pm

The Police have been informed and an Incident Control Point has been set up at

“.....”

5. Bomb Threat Detail Sheet (see Appendix 1)

1. It is important to record the actual words used wherever possible
2. Get a colleague to listen to the call with you
3. Listen carefully – stay calm, if possible do not interrupt
4. Keep the caller talking and keep the line open – do not clear it until you are told to do so.

Bomb Threat Detail Sheet

Appendix 1

Date:

Call received on line _____ Time call received _____ Private line/public call box

EXACT MESSAGE – QUESTIONS

Where is the bomb?

When will it explode?

What does it look like?

What is it made of?

Why did you place the bomb?

Why are you warning us?

What is your name?

What is the codeword/identification?

What organisation is responsible?

DESCRIPTION OF CALLER

Voice: Male Female
Deep Average High

Apparent Age: Old Middle Aged Young Child

State of Caller: Angry Agitated Calm Logical Drunk
Rational Excited

Use of foul language: None Some Mostly

Accent: None English Irish Welsh Scottish French
German Italian Central European Indian Asian
American Caribbean Other _____

Language: Intelligent Low Level

Spoke: Slowly Rapidly

Background Noise: Call box Children Music Traffic
Other voices Machinery Other noises _____

OTHER DETAILS (Continue overleaf if required)