

# **Aspirational Futures Multi Academy Trust**



## **Bomb/Terrorist Threat Policy**

**Aspirational Futures Multi Academy Trust Wide Policy**

**April 2024**

### Document Control

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1.0	April 2024	C Slater, S Mitchell	New trust policy based on the Parklands High School policy

## Contents

1. [DfE Information](#)
2. [Suspicious items, packages and envelopes](#)
3. [Bomb threat](#)
4. [DfE Self-Assessment Emergency Incident Planning Checklist](#)
5. [DfE Incident Response Checklist](#)

## **1. DfE Information**

The DfE has created a 'Bomb alert and threat template'. Due to the importance of following government-issued advice on these matters, it is therefore advised that all schools use the department's template. [Please click here.](#)

## **2. Suspicious items, packages or envelopes**

### **Indicators of a Suspicious Item**

- Is the item typical of what you would expect to find in this location?
- Has the item been deliberately concealed or is it obviously hidden from view?
- Does it have wires, circuit boards, batteries, tape, liquids or putty-like substances visible?
- Do you think the item poses an immediate threat to life?

### **What to do if you see a Suspicious Item**

- Do not touch it
- Try and identify an owner in the immediate area
- Check whether the item has suspicious characteristics

### **If you still think it's suspicious (or in any doubt)**

- Clear the immediate area and adjacent areas (look for possible secondary devices)
- Dial 999 ask for the police
- Follow police advice and provide as much information about the item as possible (see indicators above)
- Prevent others from entering these areas
- If safe to do so check CCTV

### **Indicators of a suspicious package or envelope**

General indicators that a delivered item may be of concern include:

- unexpected item, especially if hand delivered
- additional inner envelope or other contents that may be difficult to remove
- labelling or excessive sealing that encourages opening at a particular end or in a particular way
- oddly shaped or lopsided
- unexpected or unusual origin (postmark and/or return address)
- poorly or inaccurately addressed address printed unevenly or unusually
- unfamiliar writing or unusual style
- unusual postmark or no postmark
- more stamps than needed for size or weight of package
- greasy or oily stains emanating from the package
- odours, liquid or powder emanating from the package

### **What to do if you identify a suspicious package or mail item**

- Do not touch it
- If holding it, place it down carefully making sure it remains sealed
- Clear the immediate area and adjacent areas
- Dial 999, ask for the police
- Follow their advice and provide as much information about the package as possible (see indicators above)
- Prevent others from entering the area and adjacent areas

### **3. Bomb Threat**

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.

### **What to do if you receive a bomb threat on the telephone**

- Stay calm and listen carefully
- Try to attract the attention of a colleague who should immediately dial 999
- Hold the caller on the line for as long as possible. Get as much information as you can and provide this to Security as this will assist the Incident Control Team in providing information to the police.

For example:

- When is the bomb set to go off?
- Where has it been planted?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Was the caller a man or a woman?
- Was a code word given?
- What was the exact wording of the threat?
- Did the message sound as though it was being read from a prepared text or was it a taped message?
- Did the caller sound intoxicated?
- Was there any indication of the callers' mental state - did he/she sound excited, disturbed, incoherent etc.?
- Was there any accent, was he/she well-spoken etc?
- Was there any indication of the type of telephone being used – for example a public call box?
- Was there any significant background noise - e.g. house noises, street noises, music?
- If displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended

### **What to do if you receive a bomb threat electronically (email, social media etc)**

- Alert the police immediately. The police may be able to identify where the threat has come from
- Do not forward or reply to the message unless advised to do so by the police
- Do not delete the message
- Take a screenshot of the message, if possible
- Note any contact details in case the message is deleted (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

#### **4. DfE Self-Assessment Emergency Incident Planning Checklist**

[Please click here](#)

#### **5. Incident Response Checklist for Schools**

[Please click here](#)