



King's College

TAUNTON

Bomb Threat & Suspect Package Policy

*This policy applies to
King's College Prep School and King's College Taunton*

Policy Date: September 2024

Responsibility

Individual: Director of Finance and Operations

Review Cycle: (2 Yearly)

Next scheduled review: September 2026

Last interim review: September 2024

Bomb Threat

Bomb threats by means of telephone calls are becoming more common throughout the United Kingdom with educational establishments included. No matter how ridiculous or implausible the threat may seem, all such communications are a crime and should be reported to the police by dialing 999.

The majority of such threats are proved to be hoax calls but there is no sure way of determining the validity of any threat made, It is therefore vital that anyone receiving a call indicating a bomb threat, in either King's College or King's College Prep School, takes the threat seriously and follows the procedures listed below:

- If a bomb threat call (or other type of communication) is received – it must be considered real.
- Evacuate school buildings using the fire alarm system(s)
- Call 999 – ask for the Police to report a Bomb Threat
- Call Head, Director of Finance and Operations and Deputy Heads
- After building evacuation and arrival of the Police and/or Bomb Squad take advice on whether personnel should be moved to another location either under cover in adverse weather conditions or further away from the threatened area
- If the threat is protracted then HM/Deputies must consider sending day pupils home and boarders to another school where there exists a reciprocal hosting arrangement (the other KST school should be the first option).
- Threatened buildings must only be re-entered when the Police/Bomb Squad have advised that the threat is over.
- For guidance on matters of publicity staff must refer to the Head and Director of Admissions and Marketing.

The above procedures must be followed at all times.

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 information to the police.

For example -

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

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
- 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.

HOT Protocol

Dealing with suspicious bags

Be alert. Follow HOT.

HOT PROTOCOL

IS IT HIDDEN?

IS IT OBVIOUSLY SUSPICIOUS?

IS THE ITEM TYPICAL?

Do not touch. Look for an owner in the immediate area.

If you still think it's suspicious:

- don't feel embarrassed or think anybody else will report it
- report it to a supervisor, security, or if they are not available dial 999 (do not use your mobile phone in the immediate vicinity)
- move away to a safe distance

Once the **H.O.T** protocol has been followed, and you have decided that it is suspicious and of concern, we need to follow the guidance below.



Confirm



Communicate



Clear



Control