



**ALBERT VILLAGE**  
PRIMARY SCHOOL

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## **Bomb Threat Procedure**

### On receiving a bomb threat either by email, text, phone or post

1. Stay calm and listen.
2. Obtain as much information as possible – try to get the caller to be precise about the location and timing of alleged bomb, who they represent. If possible keep the caller talking.
3. Ensure any recording device is switched on.
4. When the caller rings off, dial 1471 (if that facility operates and you have no automatic number display) to see if you can obtain the number.
5. Immediately report the incident to the relevant manager to decide the best course of action and notify the Police. If you can get hold of anyone and even if you think it's a hoax inform the Police directly. Give your impression of the caller and exact amount of what was said.
6. If you have not been able to record the call, make notes for the Police. Do not leave your post – unless ordered to evacuate – until the police arrive.

### On receiving a bomb threat (office):

1. Contact the Headteacher, Deputy Head or Senior Leaders
2. Make a decision/Contact the Police
3. Raise the alarm by using a fire call point/break glass.
4. Collect all required information, keys, radios etc. and leave the building.
5. Headteacher/Senior Leaders to dial 999 and inform of the situation.
6. Once the building is fully evacuated do not return to the building.
7. Await a response by the police/fire or both before re-opening the building.

### On hearing the school alarm:

- Evacuate in a calm and orderly manner, using the nearest safe exit. Make your way to the allocated assembly point (school playground).
- Do not stop to collect any personal belongings.
- Office staff to pick up the registers and/or visitors book.
- Teacher/Teaching Assistant to check all areas of school inside and out and close the doors when leaving.
- Teaching staff to check the register to ensure all children are accounted for and office staff to check the visitor's book and staff signing in book to ensure visitors and staff are accounted for.
- Do not attempt to go back into the Classroom until the all clear has been given by the Headteacher.
- All children should be made to feel at ease and praised for their efforts, ensuring all visitors or parents are comfortable with the situation.
- If it is a real fire parents/carers will be called as soon as is practically possible in order for them to collect their child.