

**NEW PARK ACADEMY – JUNIOR & SECONDARY SITE**

**BOMB THREATS POLICY**

**FIRST CREATED: NOVEMBER 2012 – EDITION 1**

<b>EDITION NO.</b>	<b>REVIEW DATE:</b>	<b>FGB APPROVAL DATE:</b>
<b>1</b>		13/11/2012
<b>2</b>	20/01/2016	
<b>3</b>	MARCH 2017	26/6/17
<b>4</b>	MAY 2018	28/6/18
<b>5</b>	MARCH 2019	27/6/19
<b>6</b>	MAY 2020	NO CHANGES
<b>7</b>	MAY 2021	NO CHANGES
<b>8</b>	OCTOBER 2022	NO CHANGES
<b>9</b>	OCTOBER 2023	NO CHANGES
<b>10</b>	JULY 2024	MINOR CHANGES

Policy Agreed	<b>27/6/19</b>
To be reviewed	<b>JULY 2025</b>
Owner	<b>RUTH SHIELDS</b>
Signed	
Designation	<b>OPERATIONS MANAGER</b>

## **BOMB THREATS**

Procedures for handling bomb threats.

Whilst most bomb threats are made over the phone and the majority are hoaxes or the work of malicious jokers, it must be noted that **ANY hoax is a crime and no matter how ridiculous or unconvincing, they must be reported to the police.**

## **BOMB THREAT PROCEDURES**

Below is some basic advice on handling a threat.

- Stay calm and listen carefully.
- Obtain as much information as possible – try to get the caller to be precise about the location and timing of the alleged bomb and ask them whom they represent. If possible keep the caller talking.
- Take a note of the telephone number they made the call from.
- Immediately report the incident to the Senior Leadership Team and the Site Facilities Manager. Even if you think the call is a hoax, inform the police directly.
- As soon as possible, complete the Bomb Threat Checklist form, give your impressions of the caller and as near as possible an exact account of what was said.
- Do not leave your post unless you are ordered to evacuate or until the police arrive.

## **EVACUATION INSTRUCTIONS**

Evacuation instructions must be clearly communicated to all staff and routes and exits defined.

Use the same evacuation procedure as for Fire evacuation, using the nearest exit to your location. Fire Marshals and SLT act as contacts once the assembly area is reached.

In the case of a bomb threat, the assembly area should be at least 500 metres away from the school building. Car parks should not be used as assembly areas.

**SUGGESTED ASSEMBLY AREA:**

**KS3/4:** At the junction of Cromwell Road and Nelson Street.  
**KS2:** Follow Alder Brook procedures: walk to Westwood Park Primary  
**Address:** 3 Vaughan St, Eccles, Manchester M30 8DH  
**Phone:** 0161 789 2598

**SUSPECTED LETTER OR PARCEL BOMBS**

In the case of suspected letter or parcel bombs – evacuate the room and the floor concerned (as New Park Academy is a single storey building it is suggested that the entire premises are evacuated).

**CBR INCIDENTS (Chemical, biological radiological incidents)**

Responses to chemical, biological radiological (CBR) incidents will vary more than those involving conventional or incendiary devices, however, the following general points should be noted:

- The exact nature of an incident may not be immediately apparent. For example, an improvised explosive device (IED) might also involve the release of CBR materials
- In the event of a suspected CBR incident within the building, switch off all air conditioning, ventilation and other systems or items that circulate air (e.g. fans and personal computers) Do not allow anyone, whether exposed or not, to leave evacuation areas before the emergency services have given medical advice, assessment or treatment.
- If an incident occurs outside the building, close all doors and windows and switch off any systems that draw air into the building.

In the event of a CBR incident follow the instructions of the Senior Leadership Team and appointed Fire/Incident Marshalls.

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<sup>i</sup> The information and instructions contained within this document have been adapted from CPNI – Centre for the Protection of National Infrastructure.