



CONTENTS	Page
1.0 INTRODUCTION.....	1
2.0 EMERGENCY EVACUATION PLAN.....	1

1.0 INTRODUCTION

Baston House School recognise their responsibility to their staff on a regular basis and take into account the possibility of a Terrorist Attack.

Implementation: It is the responsibility of line managers to ensure that staff members are aware of and understand this policy and any subsequent revisions.

Compliance: This policy complies with all relevant regulations and other legislation as detailed in the *Compliance with Regulations & Legislation Statement*.

2.0 EMERGENCY EVACUATION PLAN

The Emergency Evacuation Plan as detailed in conjunction with the Health and Safety (Fire Safety) Policies is the model to be used.

Staff and pupils in all the school buildings can all assist to reduce the risk of a terrorist leaving a concealed package by keeping all areas uncluttered, clean and tidy. This particularly in public and communal areas of the school buildings.

Entrances, stairs, toilets and changing rooms should be checked on a regular basis and should be all staff's responsibility. External areas should also be kept clean and tidy.

Emergency Planning in terms of a terrorist attack, management will look at the response to a worst case scenario and how the school might function during the aftermath of an attack as detailed in the schools Continuity Plan. This will cover evacuation routes and means of communicating with staff and the emergency services.

The Emergency Evacuation Plan is the model to be used. In planning for a terrorist attack we will ensure that staff understand the plan and have access to it in an emergency.

- Identify all staff, including reception, and administration staff who might receive a bomb threat and ensure that they are trained in all handling procedures (see 1 – what to do if you receive a bomb warning).
- Ensure that all staff are aware of their roles and that communication is paramount.
- Rehearse the Emergency Evacuation Plan/Bomb Threat procedures.
- Use the Fire Safety Assembly Areas as outlined taking into consideration the proximity of the threat.
- Staff and the public must be evacuated away from the threat.
- Staff must stay calm, listen and try to obtain as much information as possible.
- Ask the caller to be precise about the location and timing of the alleged bomb threat and try to establish the organisation that they represent - Keep the caller talking.
- Ensure that any recording facility is switched on. If there is no facility, make notes for the police or Duty Manager.



BOMB & TERRORISM EVACUATION POLICY

POLICY FOLDER: OPTIONS AUTISM & LD – BASTON HOUSE SCHOOL

- When the caller rings off, try and obtain the number either from the phones automatic number display by dialling 1471.
- Immediately inform the designated manager who will automatically inform the police.
- Do not leave your post until contacted by the manager or the police or ordered to evacuate.

Emergency Evacuation in the event of a full evacuation of the school being required there is one assembly point (Fire, Bomb, Terrorism) for staff and pupils. However, during a Terrorist or Bomb threat evacuation the Police may recommend that all personnel are moved further away from the school.

During a Terrorist instance the Headteacher assisted by the Senior Management Team and Office Manager should direct everyone to the Evacuation point

- Baston House School, Evacuation Point – School Field

Immediate return to the school may be decided by the emergency services then there are two agreed refuge points for staff and pupils.

- The first and closest refuge site is:- The Pavilion, Baston House School
- The second refuge site which may be required if access to the first site is prohibited, this may be provided by the emergency service.

When the school is informed by the emergency services to leave the school and head to the refuge sites, the admin should collect the evacuation grab bags which is stored in Admin Office.

The Grab Bags contains first aid materials to assist with injury before emergency services attend. The Grab Bag also contains emergency contact numbers, illuminous jackets for staff and a torch.

Identifying a Letter Bomb Obvious warning signs that a package is suspect may include the presence of protruding wires, a pen sized hole in the package and/or strange smells (particularly of almonds or marzipan). Other warning signs include whether or not the package: -

- Is unexpected or of unusual origin
- Has a verifiable return address
- Has an address that is inaccurate, printed in an uneven or unusual style (for example be Letterset) or is written in an unfamiliar foreign style
- Has unusual postmarks or an excessive value of stamps
- Is in a padded bag
- Is unusually heavy for its size (most effective letter bombs weigh 50- 100g and are at least 5mm thick).
- Is marked 'personal' or 'confidential'
- Is oddly shaped or lopsided
- Has flaps that are stuck down completely (a standard letter will normally have an ungummed gap of a few millimetres at the corners)

As employers we aim to: -

- Involve, inform and explain to the staff why they are taking action
- Train staff in awareness, emergency and evacuation procedures and rehearse them regularly
- Regularly update staff on what they should be looking for
- Encourage staff to report anything they regard as suspicious, without fear of sanction if the alarm proves false.



BOMB & TERRORISM EVACUATION POLICY

POLICY FOLDER: OPTIONS AUTISM & LD – BASTON HOUSE SCHOOL

- All of the above are appropriate to all management, staff, pupils and visitors to the school, all must be alert and implement measures that are practicable, consistent with the school's assessment of this threat to our staff, pupils and operations.
- We must all appreciate our role in all of the above to understand, co-operate whenever possible and prove that together, we can make a difference, a safer place of work. Therefore, please be mindful that we should never be complacent and that indiscriminate criminal acts will be carried out by individuals.