



Sure Start Children's Centre

MAJOR INCIDENT THREAT PROCEDURE



Sure Start Children's Centre

Approved by: Oak Meadow and Strawberry Meadow Children's Centre Partnership Board

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Members of staff responsible for implementation and review: Debbie Simmons/ Claire Woollett/Clare Quirke

PROCEDURE ON RECEIPT OF A BOMB THREAT

1. Try and keep an accurate record of the conversation eg write down exactly what is said including bad language. Note whether the person is male or female, has an accent or whether there is background noise.
2. If able to, attempt to obtain the name of the caller and their organisation, but bear in mind that you are not a trained negotiator.
3. If the warning contains a codeword, the codeword must be passed accurately to the civil police.
4. If possible keep the line open after the caller ends the call - this will make it easier to trace the call. (If cut off dial 1471 to try and obtain the number.) Contact the police immediately on a second line. If not, close the line and dial 999. It may be helpful to provide a mobile number as a contact number. Do not use a mobile phone as this can trigger devices.
5. Comply with any requests made by the caller, then evacuate to a pre-determined location eg Oak Meadow Primary School or Henry Cort School. It is best for the evacuation point to be as far away from the building as possible and not within the sight line.
6. On evacuation the following items should be taken:
 - Register
 - Emergency contact telephone numbers
 - Personal belongings if possible, to enable any search to be carried out more easily
 - Red phone and purple folder

CONDUCT OF CENTRE STAFF

On receipt of a bomb threat evacuate to school unless told to stay in the building. If remaining in the building:

- Close all doors, windows and curtains
- Where no curtains or blinds OPEN all windows
- Shelter under tables
- Stay until you have been advised to evacuate the building, or that the threat is over.

EVACUATION PROCEDURE

On evacuation of the building take all necessary safety procedures:

- Stay calm
- Reassure the children
- Walk in an orderly manner to the pre-arranged evacuation point.
- Mobile phones should not be used on the site as they can trigger devices.