

Greenslade Primary School

Actions to be taken in the event of a security threat. Reviewed March 2018

All threats are to be taken seriously and agreed procedures are to be followed. All calls received so far have been “hoaxes” and no one has come to harm but schools have been warned that we are in a state of “severe threat alert” and advised to act accordingly. Children, staff and visitors safety are the priority in actions to be taken and procedures to be followed. All threats must be reported to the police immediately. We are told to be “alert but not alarmed”.

Event	Action	Further developments
Phone call or communication received in office.	Alert other members of office staff using agreed signal. Eg Ringing bell. Staff receiving call should follow actions on “Bomb Threat Checklist” and get as much information as possible. If alone then should follow all suggestions on “Bomb Threat Checklist” to ascertain as much information as possible and then alert other staff. Getting the right information at this stage may take more time but will ensure appropriate procedures are followed. Other member of staff should use walkie talkie or tannoy system to call for the most senior member of staff to go to office immediately. If receiving member of staff is alone this should happen as soon as call has ended. Member of staff should call the police and inform them of threat and request advice as to next steps. The senior member of staff becomes the Security Officer and makes decisions according to the information received. Member of office staff calls Plumstead Manor to inform of situ in case they have same threat.	Rehearse / practice following procedure for taking a call. Must keep school clutter free in case device can be easily hidden in piles of rubbish.
Threat made to member of staff directly.	Follow procedures on the “Bomb Threat Checklist” gaining as much information as possible. Call the main office or go to main school office to start procedures above. The senior member of staff becomes the Security Officer and makes decisions according to the information received.	All staff to be trained to use Bomb Threat checklist
Evacuate the premises Threat of device in the school building. Security Officer is responsible for locking the site once it is clear & waiting for police	The decision to evacuate or move people around the building or to stay in classes will be dependent on the information received from the call and advice from the police. The Security Officer should make the decision in the first instance as it may take a while for police to respond or give advice as police will not be in situ and will not know the premises. If the threat is that a device has been placed in the building then the fire alarm should be sounded immediately and staff should direct classes to Plumstead Manor. A member of office staff will open the main gates to ensure quick exit. Normal fire drill procedures will be followed and we evacuate to Plumstead Manor. Two classes can use gates and pavements. If information is given about the whereabouts of the device then alternative routes of exit should be used. Teachers should take class medical box. Members of staff should stay on zebra crossing to speed crossing. Office staff will take registers and signing in books. The Security Officer will take the “Grab Bag” from filing cabinet.	Two “grab bags” must be made and kept at HT’s home and in filing cabinet in office. Office staff to colour code morning and afternoon nursery children. Staff must sign in and out of the building by main Office. An up to date list of parents’ emergency numbers must be produced for “Grab Bags”. Clarity needed on deliveries & packages. Eg staff items.

<p>Threat of device on the street. Threat of chemical "incident". Stay in classes.</p>	<p>If the threat is that a device has been placed outside of school for instance in a car or in a parcel against a wall or there is a message about a gas leak or chemical threat then the Security Officer will use the tannoy system and walkie talkies to inform people that children should return to and stay in their classes. The Fire Alarm will be sounded intermittently. Support Staff should sweep the floor they are on (as in fire drill) to ensure all children return to classes immediately. Children should sit on the carpet as this is lower than the windows. Doors and windows should be closed and blinds lowered. Office staff will distribute registers to check all children are accounted for. If children are in the playground (playtime or PE) the intermittent fire alarm can be heard and children instructed to calmly return to their classes. Children from the EYFS must return to their rooms and the external doors should be closed and locked. If there is a chemical "incident" no one is allowed to leave the premises until received medical check up.</p>	<p>Support staff have the same duties as in a fire drill. If chemical threat boilers must be turned off.</p>
<p>Threat of an intruder on the premises. Stay in classes.</p>	<p>If there is a threat or an actual intruder on the premises then the Security Officer will use the intermittent fire alarm system to inform people that children should return to and stay in their classes. If safe to do so Support Staff should sweep the floor they are on (as in fire drill) to ensure all children return to classes immediately. Children should sit on the carpet away from the door which will be locked by the teacher once children are accounted for. Doors and windows should be closed and blinds lowered. Office staff will distribute registers to check all children are accounted for. If children are in the playground (playtime or PE) the intermittent fire bell will be heard and children instructed to calmly return to their classes. Children from the EYFS must return to their rooms and the external doors should be closed and locked.</p>	<p>PM to get keys cut for all classrooms.</p>
	<p>In the event that any of these procedures are required staff are instructed not to contact members of the public using social media until police have given us the authorisation to do so. A communication system will be put in place and statements made and messages sent to parents and carers etc through official school channels possibly drafted by the police. Children are not allowed to leave the main group until police have told us this is ok even if their parents come to Plumstead Manor to collect them.</p>	<p>In the event that Plumstead Manor have a threat at the same time we would go to Timbercroft.</p>
<p>Contact with police and security services</p>	<p>Once children and staff have been evacuated or are safely accounted for in classes decisions need to be made regarding returning to school or giving the all clear if in classes. These decisions will be made following the advice of the emergency services. Decisions will need to be made regarding searching the premises, allowing children to go home and contacting parents. These decisions will be made by the Security Officer (the most senior member of staff) in consultation with the LA and security Services.</p>	