



St Patrick's Catholic School

Bomb Threat Policy



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Responsible Person	Rodney Linhart
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Related Documents	



Bomb Threat Policy

Bomb threats may be received either by phone or in writing and need to be investigated and treated as genuine until proven otherwise.

Threats received by phone result in the disruption of normal school/college activity while emergency services investigate them. If a bomb threat is received it is important to remain calm as the information given by the caller and replies to questions asked by the person taking the call could be of vital assistance to the police.

Lines of communication must be in place prior to a bomb threat being received. Staff members who are likely to receive such calls should be trained in what to do. Pre-arranged procedures should be in place to inform the Chief Warden (Principal or Assistant Principal) in the event of a bomb threat/telephone threat.

IF A BOMB THREAT IS RECEIVED BY PHONE

Person receiving the call:

As far as possible:

- Stay calm and ask the caller to repeat the threat
- Keep the caller talking as long as possible and attempt to gain attention of a co-worker (a hand written note or cue card with BOMB THREAT can be displayed without interrupting the call and the co-worker, once informed a threat is received, must call the Chief Warden (Principal or Assistant Principal) or
- If alone, attempt to call the Chief Warden (Principal or Assistant Principal) on another phone without hanging up on the caller
- Complete the Bomb/Telephone Threat Checklist as the call takes place (the checklist should be easily accessible)
- Record exactly what is being said, enquire the name of the caller and from where the call is being made
- Ascertain the location of the bomb and when it is set to go off
- Pay close attention to the voice of the caller and any peculiar background noises
- **Do not hang up the phone** as in some circumstances, an investigation by the police may result in the call being traced (the caller's line can stay "live" for up to four minutes, which may be enough time to identify the origin of the call)
- Be available to discuss the threat with the police on their arrival



Chief Warden

- Contact Emergency 000 immediately and request the Police
- Evaluate the threat:
 - Specific threat – the caller will provide detailed information which could include a description of the device, why it was placed, its location, the time of activation and other details. This threat is less common, but more credible.
 - Non-specific threat – the caller may make a simple statement to the effect that a device has been placed. Generally very little additional detail is provided before the caller terminates the call.
- Assess the situation and make a decision regarding evacuation
- Inform the Emergency Control Organisation (ECO) personnel and take the appropriate action deemed necessary
- **If a decision is made to evacuate:**
 - Instruct Floor or Area Wardens / Wardens to ensure that all windows and doors are left open to lessen any effect from a blast and reduce damage to the building
 - Ask students and staff to remove all personal bags and belongings from the building to facilitate the identification of suspect objects
 - Check exit route for suspicious objects, then follow agreed evacuation plan
 - Gas lines should be shut off at the main shut off switch.

IF A BOMB THREAT IS RECEIVED IN WRITING

The written threat should be kept, including the envelope or container. Once it is recognised as a bomb threat, further unnecessary handling should be avoided in order to retain evidence such as possible fingerprints, handwriting, typewriting, paper and postmarks. This evidence should be protected by placing everything received in a clean plastic bag.

IF A BOMB THREAT IS RECEIVED FROM A PERSON ON THE SCHOOL/COLLEGE SITE:

- Evaluate the person/s making the threats
- Has the person a complaint against the school/college or a staff member?
- Is the person under the influence of alcohol or drugs?
- Was the threat made in a joking manner?
- Take note of appearance, clothing, age and identifying marks of the person/s
- Immediately notify the Chief Warden if it is possible to do so



- Complete the bomb threat checklist
- Be available to assist the police with enquiries.

THE DECISION TO EVACUATE (also see Evacuation)

The decision to evacuate is made by the Police or in their absence, the Chief Warden (Principal or Assistant Principal)

Some factors to consider when making the decision are:

- Was it a child or adult who made the call?
- Was the threat actual or potential?
- Has it happened before?
- Was the voice recognisable? If so who was it?
- Will immediate evacuation expose staff and students to a greater danger?
- Has there been a recent problem/incident that may have a bearing on the call?

SUSPICIOUS DEVICE

Should a suspicious object be seen:

- **Under no circumstances is the object to be moved, touched or tampered with.**
- Endeavour to prevent other people from nearing the suspicious object.
- Inform the Chief Warden of the sighting.
- Don't tell other persons.
- Mobile phones are not to be used within 150 metres of the object.
- Portable two way radios may be turned on, but may not be used to transmit within 200 metres of the object.
- All windows and doors should be left open to help dissipate the effects of the blast and reduce damage to the building.
- Gas and electricity should, if possible be isolated.

The Chief Warden will:

- Evaluate the threat and make a decision to evacuate to a safe area. (The safe area should be one that affords safety in respect to the detonation of the device. This area may be a different location to the normal Designated Safe Area/s.)
- Ensure that all personnel reach and remain in the safe area
- Contact the Police, informing them of:
 - the exact location of the device,



- a description of the device, if known.
- Ask that the person who can most assist the police in their investigations be available on their arrival.
- Where required, be available to accompany Police to ensure the exact location of the device is quickly found.
- Where time allows, ensure that classified documents and valuables are secured immediately after evacuation.
- Place responsible persons at all entry points to prevent visitors approaching the suspected danger area until the arrival of the police.
- Be prepared to assist police, if required, to make a full search of the building for the location of further devices.



BOMB/TELEPHONE THREAT CHECKLIST

Place this checklist under your telephone.

REMEMBER:

- **Don't hang up after the call**
- Keep the caller talking
- Try to obtain as much information as possible
- Record on the checklist, using exact words if possible.

Threat Wording

(as exact as possible) _____

Date of Threat	_____	Time of threat	_____
Duration of Threat	_____	Phone number (Call receiver)	_____
Name (Call receiver)	_____	Signature (Call receiver)	_____

QUESTIONS TO ASK - GENERAL THREAT

What are you threatening to do? _____

Why are you making this threat? _____

When do you intend to carry it out? _____

Do you intend to phone again? _____

What is your name? _____

Where are you? _____

What is your address? _____



QUESTIONS TO ASK - BOMB THREAT

When is the bomb going to explode?

Where is it right now?

When was it put there?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Who placed the bomb?

Why?

Where are you?

What is your name?

What is your address?



OBSERVATIONS ABOUT THE CALLER

Tick the appropriate boxes. Your observations will help identify and locate the caller.

Quality of Caller's Voice:

- | | | | |
|---------------------------------------|------------------------------------------|--------------------------------------|-----------------------------------------|
| <input type="checkbox"/> male | <input type="checkbox"/> female | <input type="checkbox"/> strong | <input type="checkbox"/> weak |
| <input type="checkbox"/> young | <input type="checkbox"/> old | estimated age _____ | |
| <input type="checkbox"/> slow | <input type="checkbox"/> rapid | <input type="checkbox"/> slurred | <input type="checkbox"/> deep breathing |
| <input type="checkbox"/> soft | <input type="checkbox"/> loud | <input type="checkbox"/> nasal | <input type="checkbox"/> cracking voice |
| <input type="checkbox"/> stuttering | <input type="checkbox"/> disguised | <input type="checkbox"/> lisping | <input type="checkbox"/> accented |
| <input type="checkbox"/> intoxicated | <input type="checkbox"/> deep | <input type="checkbox"/> raspy | <input type="checkbox"/> inconsistent |
| <input type="checkbox"/> distinct | <input type="checkbox"/> clearing throat | <input type="checkbox"/> normal | <input type="checkbox"/> recorded voice |
| <input type="checkbox"/> read message | <input type="checkbox"/> well-spoken | <input type="checkbox"/> foul-spoken | <input type="checkbox"/> incoherent |

Emotion in Caller's Voice:

- | | | | |
|------------------------------------|-------------------------------------|-------------------------------------|----------------------------------|
| <input type="checkbox"/> emotional | <input type="checkbox"/> laughing | <input type="checkbox"/> calm | <input type="checkbox"/> crying |
| <input type="checkbox"/> abusive | <input type="checkbox"/> angry | <input type="checkbox"/> normal | <input type="checkbox"/> nervous |
| <input type="checkbox"/> excited | <input type="checkbox"/> irrational | <input type="checkbox"/> hysterical | |

Familiarity with Caller

Was the voice familiar? _____

If so, who do you think it was? _____

Did the caller seem familiar with the area? _____

Background sounds:

- | | | | |
|----------------------------------------|----------------------------------------|--------------------------------------------|----------------------------------------|
| <input type="checkbox"/> street noises | <input type="checkbox"/> voices | <input type="checkbox"/> office machinery | <input type="checkbox"/> children |
| <input type="checkbox"/> house noises | <input type="checkbox"/> animal noises | <input type="checkbox"/> factory machinery | <input type="checkbox"/> music |
| <input type="checkbox"/> crockery | <input type="checkbox"/> motor | <input type="checkbox"/> PA system | <input type="checkbox"/> aircraft |
| <input type="checkbox"/> static | <input type="checkbox"/> traffic | <input type="checkbox"/> railway | <input type="checkbox"/> water |
| <input type="checkbox"/> clear sound | <input type="checkbox"/> muffled sound | <input type="checkbox"/> fading sound | <input type="checkbox"/> distant sound |
| <input type="checkbox"/> other: | _____ | | |

Other Comments
