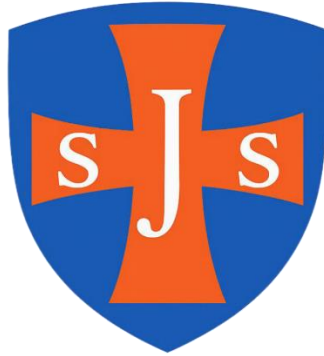


St Joseph's Catholic Primary School

Gipsy Lane, Bracknell, Berkshire, RG12 9AP

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LOCK DOWN AND BOMB THREATS POLICY

Adopted by the Governing Body
at its meeting on:

24th February 2026

Signed:

A handwritten signature in green ink, appearing to read 'Hannah Rosa'.

Name:

Hannah Rosa

Position:

Chair of CAS committee

Date:

24.02.2026

Review Date:

February 2027

Responsibility:

Curriculum and Standards Committee

'Growing together with Jesus in our hearts, heads and hands.'

MISSION STATEMENT

Growing together with Jesus in our hearts, heads and hands.

POLICY STATEMENT

The [Terrorism \(Protection of Premises\) Act 2025](#) (the act) became law on 3 April 2025. It is commonly known as Martyn's Law, and is named in honour of Martyn Hett, one of the 22 people killed in the 2017 Manchester Arena terrorist attack. Martyn's mother, Figen Murray, campaigned over many years for a new law to better protect the public in the event of a terror attack.

Parents and carers trust our school to keep their children safe. Thanks to the efforts of staff and governors, schools in the UK normally remain a 'safe haven' for children; but as tragic events both overseas and at home have shown, they can become involved in an emergency at any time.

The Department for Education recommends that schools create and maintain an emergency plan and as a school, we not only comply with this but also want to go one step further and be ready to deal with the sort of emergencies that no one really wants to think about – the situation where the children and staff are endangered by the threat of deliberate harm. In emergency planning terms this is called lockdown, a description that will be used throughout this document.

The document is designed to help us:

- Develop and review a lockdown plan.
- Provide information to all staff who could become involved in an incident.
- Help staff to educate and inform the children and indeed their parents about what to do in such a situation.
- Detail actions and procedures not only for use during such an incident but also for testing our readiness for such an incident.

The advice from the Department for Education and the Cabinet Office reminds us "planning for emergencies can save lives. It can prevent an incident from getting worse, provide confidence to staff, governors, parents, careers and children and enhance our school's reputation as a safe place to learn and work.

POLICY AIM

This policy aims to identify standard procedures for bomb alerts and subsequent evacuation of our school premises.

This policy aims to keep everyone safe when notified of an external threat by identifying standard procedures and subsequent evacuation of our school premises.

POLICY CONTENT

- 1. Headteacher Responsibilities**
- 2. Lockdown Procedure**
- 3. Notification of a Bomb Alert**
- 4. Personal Safety**
- 5. Review and Evaluation**

1. Headteacher Responsibilities:

- Headteacher to ensure staff have familiarised themselves with evacuation procedures.
 - Leaders and staff to ensure that they are aware of their responsibilities, as per the plans, during lockdown, bomb alerts and subsequent evacuations.
 - Head teacher to identify Evacuation and Assembly officers.
 - Head teacher to ensure that the procedures are tested, and subsequent evacuations.
 - The governing bodies of schools are directed to adopt the policy, as from time to time revised, and implement its procedures.
- The Policy identifies standard procedures for bomb alerts and subsequent evacuation of all school premises. Procedures are contained in appendix 'A' and are communicated to staff.

These procedures can also be used when there are external threats, in particular involving firearms, and there is a need to move to places of safety in the Centre of buildings whilst decisions over evacuation are being established, e.g., 'lockdown'.

2. LOCKDOWN PROCEDURE

Lockdowns are called for when there is an:

- Incident or disturbance in the local community.
- Intruder on school site with potential to pose a risk.
- Warning of air pollution.
- Major fire in the vicinity of the school.
- Dangerous dog roaming loose.
- or when other crisis occurs inside or outside the school and if moving around or evacuation would be dangerous

Notification of Lockdown

Staff will be notified lock down procedures are to immediately take place on hearing lockdown alarm.

Procedures:

1. A distinct alarm is used to signal immediate lockdown. Administration: sound lockdown signal. Do NOT activate the fire alarm!
2. This alarm will activate a process of children being ushered into the school building if on the playgrounds as quickly as possible and the locking of the school's offices, connecting doors, closing blinds and all outside doors where it is possible to remain safe.
3. When the lockdown alarm sounds, the children remain in the room they are in, and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Stay out of sight and stay away from doors and windows. Wherever you are, turn all available desks

and/or tables onto their sides facing the hallway and/or outside windows, if necessary. Instruct students to drop and cover behind the desks making themselves as small a target as possible.

4. Lights, Smart boards and computer monitors to be turned off.
5. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher, e.g., children using toilets when alarm goes. If a class is in Sean's Shelter, they are to lock door and hide in toilets and store cupboard.

6. If practical, KS2 staff should notify the front office by phone that they have entered lock down and whether there are children not accounted for.
NO ONE SHOULD MOVE AROUND THE SCHOOL BUILDING
7. Staff to support children in keeping calm and quiet.
8. Staff to remain in lockdown positions until informed by key staff e.g. member of Leadership Team, Chair of Governors or SBM in person that there is an all clear.
9. As soon as possible after the lockdown teachers return to their classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

Staff Roles:

1. Front office staff to ensure that their office(s) are locked, blinds are pulled down and police are called, if necessary
2. Head Teacher or office staff member locks the school's front doors and entrances.
3. Caretaker to head to Office.
4. Individual teachers/TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors in KS2/KS1/EYFS/Nursery and outdoor classroom doors are locked.
5. Staff in staff room/PPA room to lock down in this room.
6. Catering Staff lock the back door to the kitchen and turn off lights.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING

Communication with parents

- If necessary, parents will be notified as soon as it is practical to do so via the school's established communication network – text/ email/website/ telephone.
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- **Pupils will not be released to parents during a lock down.**
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown drills

Through communication methods i.e., Newsletter, inform parents that the school has conducted a lockdown drill. Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place once each term and debriefed to staff so improvements can be made.

After drills, provide time for review and discussion.

2. Notification of a Bomb Alert

There are two types of threats,

1. Hoax threats designed to disrupt, test reactions or divert attention; and
2. Warnings of a genuine device. These may be attempts to avoid casualties or enable the terrorist to blame others if there are casualties. However genuine threats can provide inaccurate information about where and when a device might explode.

Head teacher is to **take charge of any bomb threat incident at their school by:** -

1. Assessing threat level.
2. Liaising with Police.
3. Making the decision to evacuate and nominate an assembly area; and
4. Making the decision to reoccupy the building.

It is important that we always remain alert to the threat from terrorism, nationally, domestically and from domestic extremist groups. This can be done by visiting www.mi5.gov.uk or by contacting local police. During any bomb threat incident attending police will have access to the current threat levels.

The decision to evacuate will be based on the information received about the threat and there are four options:

1. **Do nothing** – low level threat that could include call from a child or drunk, however, if there is the slightest doubt the coordinator must adopt one of the other options; or
2. **Search** of building without immediate evacuation – low level threat and there is no reason to believe that an explosion is imminent; or
3. **Searching a building with partial evacuation**

On every occasion the decision to evacuate should be made in consultation with the Police. Points to consider when it has been decided to evacuate the building,

- Mobile phones should not be used.
- The fire alarm is not to be used. If possible, agree a discrete signal which will immediately alert staff to the fact that it is a bomb alert as opposed to a fire evacuation. This will be through verbal communication. It is important not to create fear and panic amongst the pupils.
- Car parks should not be used as assembly areas.
- On evacuation buildings should not be re-entered and personal items should be left behind.
- Staff should be able to distinguish between fire alarms and bomb alerts and it is important not to create fear and panic.
- Depending on the size of the suspected device, the assembly point should be,
 - **100 metres for small items** including parcel bombs.
 - **200 metres for larger items** including cars.
 - *400 metres for vans and LGV's.*
- Nominated assembly points should not be close to "secondary hazardous" such as gas, electricity, petrol and diesel storage.
- Nominated assembly points should be behind 'hard cover' (substantial brick walls or concrete) and away from glass (glass is the major cause of injuries in an explosion).
- Nominated assembly points should be searched for suspicious devices.
- ~~Disabled staff should be individually briefed on their evacuation procedures.~~

- If the location of the suspected device has been identified, evacuate using a route which avoids that area.

Evacuation officer (caretaker) are to:

- To assist the Head teacher in raising the alarm and notifying staff of the assembly point and evacuation route.

Assembly officers are to

- Ensure that all staff and pupils lists are updated.
- At the assembly point, check that all staff and pupils are accounted for and report any missing staff to the officer in charge.

ACTIONS

Finding Suspicious Articles

- Do not touch suspicious items.
- Move everyone away to a safe distance.
- Prevent others from approaching.
- Communicate safely to staff, visitors and the public.
- Use hand-held radios or mobile phones away from the immediate vicinity of a suspect item, remaining out of line of sight and behind hard cover.
- Notify the police.
- Ensure that whoever found the item or witnessed the incident remains on hand to brief the police.

Telephone Bomb Warning

- If there is a bomb threat. Stay calm. Keep the caller on the line. Do not upset the caller.
- Indicate a willingness to cooperate. Do not pull the fire alarm. Signal silently to co-workers to call police, immediately. Permit the caller to say as much as possible without interruption. Take notes on everything said including observation of background noise, voice characteristics, language, etc. Ask as many specific questions as possible.
- Upon hanging up, immediately initiate caller ID if available.
- The Headteacher and the police must be notified immediately. Checklist for calls is contained in appendix 'B'.
- In consultation with Police a decision is to be made on whether to evacuate the building. If so, administration should announce building evacuation.
- Staff should make a visual check of the classroom or immediate area. Anything suspicious should be reported immediately but not touched. School personnel should not handle, search for, or move a suspected bomb. Classroom teachers should evacuate the immediate vicinity of any suspicious object.
- Do not use radios, walkie-talkies or cellular phones to avoid accidentally triggering an explosive device. Staff nearby should turn off stoves, equipment, and gas supply to building.

- Do not return to the building again until police, fire personnel or administration give the "all clear."

3. **Personal Safety**

Letter Bomb: If a suspicious object is found, **do not touch it**. Before transmitting on a radio or mobile phone **move away** to the distances

Handheld radios: - minimum 15 metres

Radios fitted in vehicles: - minimum 50 metres.

Mobile phones switched off and not used within: - minimum 50 metres.

4. **Review and Evaluation**

This policy and procedures will be reviewed annually as a part of the Emergency Fire and Evacuation Plan and H+S Policy. Following completion of any review, the program will be revised and/or updated in order to correct any deficiencies. Any changes to the program will be consulted through the relevant stakeholders.

St. Joseph's Catholic Primary School

Bomb Threat Coordinator: Mrs. Nicola Philpott

Deputies: Mrs S. Broadbridge, Mrs Z. Gallagher, Mrs. Caroline Smith.

The assembly areas with safe evacuations routes are,

1. Playground via external classroom
2. Field via external classroom doors

Notify internally.

1. Office to notify all areas.

Fire Wardens to ensure all areas of school are cleared.

Other means of Communication

1. Email/ text sent to all parents.
2. Local Authority to be informed via phone call/email.
3. Chair of Governors to be informed via phone call/email.

Headteacher to notify police, Local Authority and chair of governors.

- a. Assess threat level.
- b. Liaise with Police; and
- c. Make the decision to evacuate and to reoccupy the building. And decide to,
 - a. Do nothing.
 - b. Search building w/o evacuation
 - c. Evacuate immediately.

- ✓ **100 metres for small items** including parcel bombs
- ✓ **200 metres for larger items** including cars

1. Bomb Threat Coordinator to identify. assembly areas and safe evacuation routes. The evacuation route should be coordinated to avoid entering the area near to the suspect package.
2. Bomb Threat Coordinator to brief Evacuation and Assembly officers.
3. All staff and visitors to be alerted to the fact that it is a bomb alert and notified of the nominated assembly areas and safe evacuation routes.
4. Prior to evacuation and if safe to do --

CHECKLIST FOR DEALING WITH A TELEPHONE BOMB THREAT

The member of staff who receives the threat will probably not be prepared and so general advice will include

- Stay calm and listen and you will be able to gather more crucial information.
- Try to obtain as much information as you can.
- Signal immediately to a colleague that an incident is in progress.
- Do not put the handset down as the longer you stay on the line, the better the chance of the call being traced.
- Immediately relay the message to the Headteacher. Further actions to be taken on receipt of a bomb.
- warning:
- Switch on recorder/voicemail (if connected).
- Tell the caller which school, town and county you are answering from (St. Joseph's, Bracknell, Berkshire).
- When the caller rings off, dial 1471 (if that facility operates and you have no automatic number display) to see if you can get their number.
- Record the exact wording of the threat: Ask the following questions:
 - *Where is the bomb right now?*.....
 - *When is it going to explode?*.....
 - *What does it look like?*.....
 - *What will cause it to explode?*.....
 - *Did you place the bomb?*.....
 - *Why?*.....
 - *What is your name?*.....
 - *What is your address?*.....
 - *What is your telephone number?*.....
- Record time call completed:

Where automatic number reveal equipment is available, record number shown:

.....

- Inform the Headteacher of name and telephone number of the person informed: _____
- Contact the police on 999. Time informed: _____
- The following part should be completed once the caller has hung up and the Headteacher and the police have been informed:
 - Time and date of call:.....
 - Length of call:.....
 - Number at which the call was received.....

As soon as you have taken the call, complete the following details:

Details of Caller	
Man	Age: Old/ Young
Woman	Not known
Child	Nationality
Speech	
Intoxicated	Laughing
Incoherent	Serious
Rambling	Message read or spontaneous
Message read by threat maker	Disguised e.g., electronically
Accent (Specify if possible)	Well spoken
Offensive	Taped Message
Irrational	Serious
Calm	Crying
Clearing throat	Angry
Nasal	Speech impediment
Excited	Stutter
Disguised	Slow
Lisp	Rapid
Deep	Hoars
Laughter	Familiar (Specific why)
Distractions	
Noise on the line	Interruptions
Anyone in background?	
Background Sounds	
Street noises	Railway Station
House noises	Animal noises
Crockery	Motor
Machinery	Static
Aircraft	PA system
Booth	Factory machinery
Typing	Children
Other remarks	

Person receiving the call.....
 Number of telephone on which call was received.....
 Date of incident.....

SCHOOL OFFICE: WARNING LETTER/PARCEL BOMBS AND SUSPECT PACKAGES

Pay particular attention to:

- OILY STAINS
- LOPSIDED OR UNEVEN ENVELOPE
- FOREIGN MAIL AND SPECIAL DELIVERIES
- RESTRICTIVE MARKINGS
- CONFIDENTIAL, PERSONAL ETC.
- EXCESSIVE POSTAGE
- IT IS UNEXPECTED OR UNUSUAL ORIGIN FROM AN ORIGINAL SENDER
- EXCESSIVE USE OF WRAPPING MATERIAL SUCH AS A JIFFY BAG OR SIMILAR PADDED ENVELOPE RIGID CONTENTS IN FLEXIBLE ENVELOPE
- INCORRECT TITLES BUT NO NAMES UNUSUALLY HEAVY (Most letters weigh 28g or 1 ounce whilst letter bombs weigh 50-100g and are 5mm or thicker)
- ENVELOPE FLAP STUCK DOWN COMPLETELY (A harmless letter usually has an ungummed gap of 3-5mm at the corners)
- PIN-SIZED HOLE IN ENVELOPE OR PACKAGE WRAPPING ADDITIONAL INNER ENVELOPE, AND IT IS TAPED OR TIED
- MIS-SPELLINGS OF COMMON WORDS
- HANDWRITTEN OR POORLY TYPED ADDRESSES
- WRITING IS IN AN UNFAMILIAR OR UNUSUAL STYLE LETRASET OR STENCILLED ADDRESS
- PROTRUDING WIRES OR TINFOIL
- UNUSUAL SMELL IN PARTICULAR BLEACH, ALMONDS OR MARZIPAN
- LOOSE POWDER
- NO SENDERS ADDRESS
- VISUAL DISTRACTIONS
- UNEXPECTED DELIVERY

If you are concerned, immediately contact a member of the Senior Leadership Team.

Do not attempt to open the package.

Vacate the room immediately, leaving the package where it is.