

MAVISBANK SCHOOL

5. Bomb Threats

5.1 Although bomb threats are likely to be hoax, procedures should be established to deal with any calls which are received. These should be based on the following principles.

- (1) There is a high probability that the call is a hoax call.
- (2) The person taking the “bomb threat” telephone call should write down all the details during or immediately after the call, in particular noting any information about time, location or codeword. The checklist in Appendix 1 may be helpful. Immediate contact should be made with the head or the most senior member of staff available. This conversation should be in private.
- (3) Consideration should be given to the following options in deciding on the appropriate course of action.
 - (A) Regard the call as a malicious hoax call.
 - (B) Regard the call as a hoax call but take some form of action, for example, tour the school.
 - (C) Call the police and in the light of any advice received:
 - (a) delay a decision; or
 - (b) evacuate the premises in line with the agreed procedures.

- 5.2. If a decision is taken to evacuate the building the procedures should be based on those detailed as in 2.1. In addition, staff and pupils may take all their personal belongings with them. The assembly point should be well away from the building and no person should re-enter until instructed to do so by the head of establishment.
- 5.3 The head of service/education officer (educational provision) should be informed about the incident and the action taken.

Michael O'Neill
Director of Education

NORTH LANARKSHIRE COUNCIL

DEPARTMENT OF EDUCATION
BOMB THREAT CHECKLIST
 (Pass to Police on Completion)

MESSAGE:

Getting information: Pretend difficulty with hearing. Keep caller talking. If caller seems agreeable to further conversation, ask questions like:	4. Where are you now?
1. When will it go off? certain hour	5. How do you know so much about the bomb?
2. Where is it located?	6. Why has this school been chosen for such action?
Building Floor Area	
3. What kind of bomb?	7. Has he/she a grievance?

Origin of Call:	Manner:
Local Long Distance	Calm Irrational.....
Booth Internal	Rational..... Emotional.....
Mobile Phone	Coherent..... Laughing.....
	Deliberate..... Obscene.....
	Angry..... Proper.....
	Righteous..... Other :
	Incoherent.....
Caller's Identity:	Background Noises:
Sex	Bedlam..... Aircraft.....
Approximate Age	Quiet..... Animals.....
	Mixed..... Office Machines.....
	Trains..... Factory Machines.....
	Music..... Traffic
	Voices..... Party Atmosphere.....
	Kitchen..... Other
Voice Characteristics:	Command of Language:
Loud..... Raspy.....	Excellent..... Poor.....
Soft..... Pleasant.....	Fair..... Foul.....
High..... Intoxicated.....	Good..... Other.....
Deep..... Other	
Speech:	Accent:
Fast..... Slow.....	Local..... Race.....
Distinct..... Nasal.....	Foreign..... Colloquialism.....
Stutter..... Distorted.....	Region.....

Name of call recipient School

Date.....

