

Horizon Community College Emergency Plan



An additional Health & Safety document



*To be read in conjunction with the:
Emergency Fire Procedure
Lockdown Procedure*

Amended:
February 2023
Ratified:
February 2023

EMERGENCY PLAN

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SECTION 1 – GENERAL POLICY STATEMENT

The Governors and Principal of Horizon Community College accept their responsibility under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and acknowledge the importance of health and safety management as a priority within the College.

It is the policy of Horizon Community College that its activities are carried out at all times in such a manner as to ensure, so far as is reasonably practicable, the health and safety and welfare of all its employees, students and visitors.

In particular, the Principal along with the Facilities Management Contractor (Amey), the Local Education Partnership (LEP) and the staff with designated responsibility for Health and Safety will ensure so far as is reasonably practicable, that this Emergency Planning Policy is implemented and followed in the event of incident/s.

The Governors and management of Horizon Community College will give the highest possible commitment to ensuring the health, safety and welfare of our employees, students and visitors and treat health, safety, and welfare as a priority issue.

The law states that every employee has a duty to look after their own health and safety whilst at work and that of others who might be affected by their work. The Governors require employees to recognise and accept this responsibility and the duties imposed on them by this policy.

Employer/employee consultation as required by the Safety Representative and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, will be encouraged.

Horizon Community College will at all time cooperate and coordinate with the provider of facilities management to ensure the health, safety and welfare of all people who use the site.

A copy of all Health and Safety policies and other related policies will be available to all employees via the College and will also be displayed within the College.

SECTION 2 – STATEMENT OF ORGANISATION

This document supersedes all previous college emergency planning related documents.

This plan is in place to ensure the resilience of Horizon Community College in the aftermath of a major incident and will be used in conjunction with all other Plans (Where appropriate) tailored to the premise / service. These plans will ensure that critical functions are maintained and other services are restored as soon as is reasonably practicable. All personnel have a responsibility to ensure that they are fully familiar with their individual role and responsibilities during an emergency. The Principal (or Associate Principals in her absence) is required to ensure that all staff are adequately prepared to respond effectively in accordance with this plan, and the associated response arrangements required to mitigate the effects of an emergency. Where possible, students will also be part of the planning process and be aware of the contents of this plan and how to react should an incident occur.

The effectiveness of these arrangements should be monitored and reviewed following training events or actual incidents.

Emergency Plans (To be cross referenced and referred to as and when required)

- Amey Community Limited Business Continuity and Emergency Resilience Plan
- Local Authority (LA) EVOLVE Organising Visits and Journeys
- Horizon Community College ICT Disaster Recovery Plans
- Horizon Community College Fire Evacuation Plans
- Horizon Community College Emergency Plan

SECTION 3 - DUTIES

The Governing Body

To be responsible for ensuring that the declared statement of emergency planning policy is effective in achieving, so far as is reasonably practicable, the health and safety of all employees, contractors, students and members of the general public working within or visiting the college premises.

The Governing Body will ensure that the functions listed below are carried out by the college.

- That there is an effective and enforceable policy for the provision of emergency planning throughout the college, including an annually signed declaration of the Governing Body's commitment to the safety of the college premises for persons employed there or those who may be affected by the college's activities (Health and Safety Policy)
- Make a commitment to allocate adequate resources to implement the policy.
- Organisational details are drawn up to implement the policy, including the identification of key persons and their specific responsibilities.
- Ensuring the implementation of the emergency planning policy by setting objectives and promoting a positive view of health and safety.
- Arrangements are made within the college, to implement the policy, including standards to be met and procedures to be followed.
- Establish and maintain an effective communication system on health and safety matters between the Governing Body and the College Leadership Team.
- All levels of staff, students and visitors receive adequate and appropriate information, instruction and training in health and safety matters.
- Periodically assess the effectiveness of this policy through a monitoring regime and ensure that any necessary changes are made to its implementation.
- Identify and evaluate emergency risk control measures in order to select the most appropriate means of minimising risk to staff, students, and others.
- To act upon advice and guidance from the Authority in formulating policies and practice for the college.

- Ensure that supervision, training, and instruction is provided so that all staff, students, contractors, or visitors can perform their college related activities in a safe and healthy manner.
- Ensure an appropriate number of Governors receive training on health and safety in order to monitor performance.

The Principal

The Principal has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, students, visitors, and any other person using the premises or engaged in activities sponsored by the college. The Principal will take all reasonable steps to achieve this through the involvement of all staff at the college. However, the Principal has delegated responsibility for health and safety matters to the Director of Operations.

The health and safety functions delegated by the Principal to the Director of Operations include:

- Responsibility for the emergency planning templates issued by the Local Authority to be adopted and put into practice at the college. Governors will also receive a copy of these documents as and when they are issued.
- That consideration is given to the emergency plans of Amey Community Limited and how this dovetail into the ones of the college.
- That consideration is given to ensure that all levels of staff are adequately informed about emergency planning and where to access relevant documentation in the college.

Associate Principals/Vice Principals

- The Associate Principals/Vice Principals will undertake the role of Incident Officer in the absence of the Principal. In addition, and in the absence of the Principal, the Associate Principals/Vice Principals will undertake all the above responsibilities as detailed for the Principal.

All Members of Staff

All employees must comply with the requirements listed below:

- Take reasonable care of their health, safety, and welfare and that of others who may be affected by their acts or omissions during an emergency.

- Be familiar with the Emergency Planning Policy and associated documents which will be made available on the college IT network.
- Understand their responsibilities under the relevant responsibilities of emergency and resilience planning and ask for advice and guidance when in doubt.
- Know and be able to implement emergency procedures in respect of fire and emergency procedures for incidents during non–core periods.

SECTION 4 – EMERGENCY PLAN

EMERGENCY CONTACTS

Key Contacts	Office	Mobile	Out of Hours
Major Emergency Incident Number	01226 296800		
CYPF Executive Director's Office	01226 773602		
Emergency Planning Officer BMBC	01226 772284		01226 787654
CYPF Outdoor Educational Advisor	01226 773586		
BMBC Press Office (Kevin Smith)	01226 773442		
BMBC Press Office (Rachael King, HOC)	01226 774586		
BMBC Switchboard	01226 770770		
Chair of Governors (Margaret Gostelow)			
Vice Chair of Governors (Elaine Charlesworth)			
Highways (Manned 24 hours A Day)			01226 773555
Principal (Claire Huddart)	01226 704230		
Principal's PA (Karen Cooper)	01226 704230		
Assistant Principal – Director of HR (Sally Goodall)	01226 704230		
Director of Operations (Ashley Clark)	01226 704230		
Acting Premises Manager (Amey) (Heather Siverns)	07542 863729		
Hard Services Manager (Amey) (Darren Smith)	07368 587732		
Dearne FM	01226 321733		
BBC Radio Sheffield	0114 2675477/8		
Hallam FM	0114 2091010		
Abbey School Hub (Rachel Lang)	r.lang@nexusmat.org		

LA Transport for SEN Students	Office	Mobile
Robert Taylor Taxis		07525 167396
Barnsley Private Hire	01226 709666	
Silver line Travel	01226 241409	
Kevin's Cabs		07742 702054
School Transport – David Caton	01226 774182	

Emergency Contacts and External Health Contacts	Main Number	Websites
Actual Emergencies	999	
South Yorkshire Police	0114 2202020	http://www.southyorks.police.uk
South Yorkshire Fire and Rescue (All non-emergencies and enquiries)	0114 2532501	http://www.syfire.gov.uk/
South Yorkshire Ambulance Service (All non-emergencies and enquiries)	0845 124 1241	http://www.yas.nhs.uk/
NHS Barnsley	01226 730000	http://www.barnsley.nhs.uk/
South Yorkshire Health Protection Unit (illness / Viruses / Diseases)	0114 242 8850	http://www.hpa.org.uk/
NHS Direct (24 Hour Help Line)	0845 4647	http://www.nhsdirect.nhs.uk/

INCLEMENT WEATHER

In the event of inclement weather, the Principal (or Associate Principals in her absence) will liaise with the site team by 6.00am, to assess the situation on the site and decide as to whether the college is to open. A decision will be made by 6.15am to either:

- Open the college – fully or partially
 - Close the college
 - Defer the decision to open or close pending developments
- The decision will be communicated to colleagues, students and parents via the college website, local radio stations, School Comms and Parent Mail.
 - The Principal (or Associate Principals in her absence) will contact the Director of Operations to confirm the decision at least an hour and fifteen minutes prior to the time when the school is due to open - 6.45am.
 - The Principal's PA will email EmergencySchoolClosures@barnsley.gov.uk to inform of college closure immediately after decision made (on each day). The Director of Operations will also set up the school's inclement weather telephone message remotely so that students, parents, or colleagues phoning the college, will be informed that it is closed.
 - The decision will be made as early as possible and communicated to all parties at least one hour before the start of the college day i.e. by 7.00am.
 - Website communications will be clear and unambiguous and such messages will be always displayed stating whether the college is open or closed. The communication will state when it was last updated.

Horizon Community College will be **OPEN** (*day and date*) – (*date & time of any updates*)
Please log onto this website for regular updates.

- The message below will replace the one above, should the college be closed due to inclement weather.

Horizon Community College will be **CLOSED** (*day and date*) due to poor weather conditions. The college will reopen as soon as it is safe to do so.
Please log onto this website regularly for confirmation of future opening times.

- The Assistant Principal – Head of Support will send a message out via School Comms and Parent Mail to let parents and staff know of the college closure.
- Once the weather conditions have improved, the same procedure will be followed to alert all parties that the college is to reopen, except for School Comms and Parent Mail.
- The Principal (or Associate Principals in her absence) will contact local radio stations to inform them that the college is to be closed. The radio station will ask for the Principal's name, college address and DFE number which is **370/4805**.
- Community Use – customers, clients, event organisers and visitors scheduled to be on site will be notified of any part or full college closure by means of the college website.
- Community Use – In the event where the college has been closed during the school day, but the weather forecast is set to improve throughout the course of the school day, any decision to remain closed during the evening will be taken by the Principal. The decision will be taken no later than 12 noon and this will be communicated on the college website.

During any college closure whether part or full, then:

- The on-site Premise Manager for Amey will be responsible for their own staff, visitors, and contractors on site.
- The Head of Abbey School Hub will be responsible for staff, students, and their visitors on site.

Heat wave

There are no prescribed maximum temperatures for college premises, however, uncomfortably high temperatures can hinder effective teaching and learning and affect the health, safety and welfare of staff and students.

A heat wave will be declared when the temperature is expected to be or has been recorded as:

- During the day 31 degrees centigrade (include timescales)
- During the night 16 degrees centigrade

During periods of hot weather, it may become necessary to adapt the usual routine of the college day by changes to the following:

- Arrangements should be made to allow staff, student's access to an adequate supply of drinking water. Amey will need to monitor the water fountains and water machines in the college due to increased usage. Health issues can arise from poor hygiene and cleanliness of the machines along with incorrect cooling temperatures of the water flow.
- The Principal (or Associate Principals in her absence) may make the decision to relax the dress code during periods of hot weather.
- Where possible doors and windows should be opened to allow maximum air circulation.
- Amey will be responsible for ensuring the Building Management System (BMS) is working correctly and is programmed to consider the local weather forecast predictions.
- In high-risk areas, for example, dance studios and performance spaces which do not have air conditioning, Amey will agree with the college, alternative provision to improve the environment for staff and students. For example, portable air conditioning units and a managed system of having fire doors open in areas like the Sports Hall.
- Where open learning spaces and classrooms have blinds provided these should be used to shelter occupants from the sun.
- Teachers may alter seating arrangements so that students are not sat in direct sunlight.
- It may be necessary to suspend some of the more physical activities that students undertake. For example, (reviewed PE timetabling)
- A review of the use of equipment in school which generates further heat sources, for example, the use of computers, cookers, kilns, and DT equipment.
- The Principal (or Associate Principals in her absence) may choose to change the structure of the school day to give students more short breaks than normal.

Severe Gales/High Winds and Storms

During periods of severe gales/high winds and storms it may become necessary to adapt the usual routine of the college day by changes to the following:

- PE timetable of outdoor sports and consideration to be given to either suspending activities or moving them to indoor facilities.
- Break times and lunch – a suspension of allowing students to use outdoor social areas.
- Supervision – structures in place around designated access/egress routes which lead to outside social areas and open spaces. Dependant on the severity and in agreement with Amey consideration may be given to locking off areas within the college.
- Monitoring – student and staff routes in and out of college should be monitored by Amey in liaison with college representatives. Risks identified could range from the following, flying pieces of debris, tree branches, portable sports equipment designed to be left outdoors and issues which could arise from the building structure, social meeting areas, grounds, and open spaces.

UTILITY FAILURE

During the college day if one of the utilities has failed, in the first instance the following would take place.

- The Premises Manager for Amey Community Limited will investigate to establish if the incident can be resolved at a site level. At the same time, they will liaise with the Director of Operations.
- Should the Premises Manager (Amey) be unable to resolve the incident at a site level then the Amey Incident Management Team (IMT) will take over and implement the Amey Business Continuity and Emergency Resilience plan.

If the college is to be closed or partly closed due to a utility failure, the decision will be taken by the Principal (or Associate Principals in her absence) after consultation with Amey Community Limited. The following procedure will therefore be implemented:

- The Principal's PA will email, EmergencySchoolClosures@barnsley.gov.uk once it has been agreed whether to close the college in full, or in part, dependant on the type and the location of the utility failure.
- The Director of Operations as school representative will work in close liaison with (Amey) to establish the cause of the failure and when it is expected that the college can be fully, or partly operational again.

- Colleagues, students, and parents will be informed of the situation via the college website, local radio stations and School Comms Parent Mail.
- The Principal (or Associate Principals in her absence) will contact the Director of Operations to confirm the content of all communications and any consequent updates to the college website as deemed appropriate.
- Website communications will be clear and unambiguous and such, messages will be always displayed stating whether the college is open, closed, or partially closed. The communication will state when the message was last updated.

Horizon Community College will be **OPEN / CLOSED/ PARTIALLY CLOSED(Detail) (day and date) – (date & time of any updates)**

Please log onto this website for regular updates.

- The Home to School Transport Service for students with individual needs will be informed, and alternative provision arranged for students. This will be completed by the Learning Support Team Leaders.
- The bus company will be informed by the Principal's PA with alternative provision arranged for students.
- The Principal (or Associate Principals in her absence) will contact local radio stations to inform them of the part or full closure of the college. The radio station will ask for the name of the Principal or Associate Principal, along with the college address and the DFE number which is **370/4805**.
- The emergency message will be activated on the college telephone system which will be completed by the Director of Operations.
- All customers, clients, and visitors specifically on Horizon business will be informed.
- The on-site Premises Manager for Amey will be responsible for his own staff, visitors, and contractors on site.
- The Head of the Abbey School Hub will be responsible for staff, students, and their visitors on site.
- If there is no immediate danger, for example, no water supply to the college, students will be dismissed from their learning space/classroom or break out area supervised by teaching staff and form tutors.

- Where students are unable to return home safely, for example, (parents at work or they are non-contactable) a safe supervised area away from any potential danger either on site or off site will be provided.
- Customers and clients who may be due to arrive on site will be informed of any part or full closures.
- The major incidents first notice form will be completed and sent through to the Local Authority.
- The closure will be reported retrospectively to the Governing Body.

ALARM FAILURE/DETECTION FAULT

If there is a system fault resulting in the loss of the fire detection system at the college then the following will take place:

- The Premises Manager for Amey Community Limited will investigate to establish if the fault is easily resolved at a site level. At the same time, they will liaise and inform the college representative of the incident which is the Director of Operations.
- Should the Premises Manager (Amey) be unable to resolve the fault at a site level, or by using the services of an Amey specialist sub-contractor, then, the Amey Incident Management Team (IMT) will take over and the Amey Business Continuity and Emergency Resilience plan will be implemented across the college. The contingency plan for a fire alarm failure or detection fault is covered on page 18 / Appendix D of the Amey Business Continuity Plan.

If the college is to be closed or partly closed due to a fire alarm failure or detection fault, the decision will be taken by the Principal (or Associate Principals in her absence) after consultation with Amey Community Limited and the same procedure as for a utility failure will be implemented.

FIRE OR SUSPECTED FIRE

If there is a fire or suspected fire on the college premises, then the following actions will take place.

- The implementation of the Fire Emergency Evacuation Procedure with Amey will take place.
- The Principal (or Associate Principals in her absence) in liaison with the Fire and Rescue Service and Amey will decide as to whether to re-enter the college.
- If the incident dictates the college is deemed unfit for staff and students to re-enter, then, the Amey Business Continuity and Emergency Resilience Plan will be implemented.

If the college is to be closed, or, partly closed due to fire or suspected fire, the decision will be taken by the Principal (or Associate Principals in her absence) after consultation with the Fire and Rescue Service and Amey Community Limited. The same procedure as for a utility failure will be implemented.

HOSTAGE SITUATION

Should a hostage situation occur in the college then the emergency services will be called on 999. It is anticipated the following would take place.

- The Police and Emergency Services will provide specific advice to the Principal (or Associate Principals in her absence) and the Amey Incident Management Team (IMT) about how the incident will be managed.
- If an evacuation is advised of areas which are affected by the incident, then the normal fire alarm must not be used under any circumstances.
- If a quiet evacuation is authorised, the Police and Emergency Services will provide specific advice on how a quiet evacuation should be conducted.

If the college is closed because the Police and Emergency Services have advised this, then the same procedure would be implemented as per the emergency plan for a utility failure providing each element of the plan is appropriate for the hostage incident which has, or is, taking place. If appropriate, this could be administered from a part of the college site that the Police and Emergency Services advise as being safe.

SERIOUS INJURY AND/OR DEATH OF STUDENT(S)/OR UNEXPLAINED ILLNESS ON THE COLLEGE SITE

Although it can be difficult to legislate for all incidents/occurrences of this nature, in general, the following would apply:

- The Emergency Services will be alerted to attend the college site.
- The Principal (or Associate Principals in her absence) will liaise with the Emergency Services and follow the advice provided.
- The Principal (or Associate Principals in her absence) will notify the Local Authority on 01226 787080.
- If the incident or occurrence is specific to a breach or concern around Health and Safety then the Local Authority will liaise and alert the Health, Safety and Emergency Resilience Unit (HSERU) and a representative will attend.

- If the incident involves an unexplained illness which could lead to a health threat or pandemic, then, the Emergency Services and, or the Council's Health, Safety and Emergency Resilience Unit (HSERU) may wish to consult and liaise with the Health Protection Unit (HPU).

If the college is to be closed because the Emergency Services, and/or, the Council's Health Safety and Emergency Resilience Unit (HSERU), and/or, Health Protection Unit (HPU) have advised upon this, then, the same procedure may be implemented as per the emergency plan for a utility failure. This would be providing each element of the plan is appropriate for the incident or occurrence which has, or is, currently taking place. If appropriate, this could be administered from a part of the college site that the Police and Emergency Services deem as being suitable and safe.

If and where appropriate a decision will be taken as to whether to implement or in part implement the Amey Business Continuity and Emergency Resilience plan.

VISITS AND JOURNEYS

Should an emergency arise from a visit or journey the college will follow the Children Young People and Families (CYPF) Visits and Journeys Emergency Action Plan.

This emergency action plan is available on the EVOLVE system (page 57 Emergencies) and forms part of the overall online processes and procedures in place for schools to follow.

The purpose of this plan is to have in place a mechanism for the management of a major incident which has occurred involving staff or students on a visit in this country or abroad.

These are mainly referred to as being Category B and C visits and journeys.

Should a major incident occur then the following would take place.

- The visit leader responsible for the visit or journey, (or deputy leader in their absence) would contact the Horizon Community College, emergency contact person as detailed on the EVOLVE submission.
- Dependant on the incident the visit leader, (or deputy visit leader in their absence) may have already contacted the Local Authority (LA) on 01226 787080 or 01226 296800 to report the incident.
- The Horizon Community College, emergency contact person as detailed on the EVOLVE submission will inform the Principal (or Associate Principals in her absence) of the incident.

Then collectively:

- The Local Authority (LA)
- The Principal (or Associate Principals in her absence)

- The Visit Leader (or Deputy Leader in their absence)

Will liaise and work closely together to manage the incident under the Local Authorities (LA) guidance.

SUSPECT PACKAGE/BOMB THREAT

If the college receives a telephone communication suggesting/warning of a bomb threat, then:

- The Emergency Services will be alerted to attend the college site.
- The Principal (or Associate Principals in her absence) will liaise with the Emergency Services and follow the advice provided after an appropriate risk assessment has taken place.
- The Principal (or Associate Principals in her absence) will notify the Local Authority on 01226 787080.
- Representatives from Amey will attend site with their Incident Management Team (IMT) (if deemed safe to do so) and implement their Business Continuity Emergency Resilience Plan.
- Dependant on the communication method used, the SP1 Form will be completed where possible.
- If it is advised to evacuate the building, then the Fire Evacuation procedure will be implemented if it is appropriate and safe to do so.
- Alternatively, if a quiet evacuation is advised, the Police and Emergency Services will provide specific advice on how the quiet evacuation should be conducted.
- The evacuation sites are advised as being Horizon Community College playing fields/synthetic training pitch areas. This area is 400 metres clear from the main college building.

GUIDANCE

In the event of a **telephone** communication:

- Obtain maximum information from the staff member who took the telephone call
- Contact Emergency Services (If not already done so and follow their advice)

The following may then take place after Emergency Services have advised to do so:

- All staff members to check individual work areas for anything suspicious (if safe to do so)

- Arrange for a sweep of all public and common areas to be checked in conjunction with Amey (If safe to do so)
- Consider evacuation of premises (If safe to do so)

In the event of a **suspicious** package:

- Verify and quantify the suspicion
- Do not use mobile phones in the vicinity
- Notify Emergency Services, follow their advice
- Do not touch or move it

The following may then take place after the Emergency Services have advised to do so:

- Evacuate the immediate area
- Leave a distinctive marker near the suspect package without touching it
- Where possible secure the area or room
- Where possible and in liaison with Amey provide a building plan for the Emergency Services
- If advised, complete the full evacuation of the premises

While ever the bomb threat or suspect package remains, no mobile telephones, radios or ICT equipment should be used on the premises.

BARNSELY BSF FACILITIES MANAGEMENT BUSINESS CONTINUITY AND EMERGENCY RESILIENCE PLAN

Amey Community Limited are responsible for supporting the college in the event of an emergency occurrence/incident (the immediate need) and dependant on the emergency outcome then providing business continuity (the aftermath and being able to continue with and fulfil college functions and where required the provision of alternative premises).

The most up to date plan was issued in July 2015 and the document owner is Nick Best (Facilities Manager, Hard Surfaces).

The plan follows the processes and procedures that will be followed to continue the critical business operations of Barnsley BSF contract schools and colleges in the event of a significant disruption or event as per Local Authority instruction.

The plan has been prepared to enable Amey to continue the activities undertaken by premises and facilities personnel following a major incident at any of the Barnsley BSF sites.

The plan covers Amey Facilities Management activities and is informed by The Authority's requirements and procedures for delivering core business activities.

The plan covers any major incident that is of sufficient magnitude to put the operational continuity of any of the sites at risk. The immediate response to such a situation is known as the Incident Management Plan (IMP). The IMP is part of the plan and covers recognition of the problem, initial damage assessment, staff notification and mobilisation of an Incident Management Team (IMT).

For this plan to be invoked there will have to be sufficient magnitude to destroy or cause serious damage to Barnsley BSF.

The plan must be invoked under the direction of the Incident Management Team and will not come into effect until the safety and security of all staff, contractors or visitors has been satisfactorily achieved.

Objectives

The primary objective of the Facilities Management Plan, including the IMP section is to protect all building users if all or part of the site and/or enabling services, are rendered unusable. It covers all activities normally undertaken within these locations.

The secondary objectives (when instructed by The Authority) of the plan are:

- To provide temporary alternative working locations.
- To provide stand-by and back-up services and systems.
- To establish personnel responsible for recovery activities.
- To repair and recover the premises as efficiently as possible.
- To protect and secure the damaged site and assets.

Scope

The plan covers:

- Loss of the site for a prolonged and indefinite period.
- Partial loss of the site but other parts of the building remain available for priority activities.
- Loss of infrastructure support services within the site for example power, air-conditioning, computer systems or telecommunications but the building fabric unaffected.

- Denial of access to the site by Emergency Services.

For further information please refer to: Barnsley BSF Facilities Management Business Continuity and Emergency Resilience Plan.

SP 1 Form - Action to be taken on receipt of a bomb threat

* TELL THE CALLER WHICH DEPARTMENT OF HORIZON YOU ARE ANSWERING FROM

* **RECORD THE EXACT WORDING OF THE THREAT**

.....
.....
.....
.....

* **ASK THESE QUESTIONS (if possible):**

- 1. Where is the bomb right now?
- 2. When is it going to explode?
- 3. What does it look like?
- 4. What kind of bomb is it?
- 5. What will cause it to explode?
- 6. Did you place the bomb?
- 7. Why?
- 8. What is your name, address, telephone number? (Probably will not disclose this information, but worth asking)
.....
.....
.....

* RECORD TIME CALL ANSWERED AND COMPLETE

* INFORM THE SECURITY CO-ORDINATOR (Mr/Mrs/Ms _____ Ext _____)

* CONTACT THE POLICE VIA THE SECURITY CO-ORDINATOR, IF POSSIBLE, (time informed _____)

ON COMPLETION OF THE ABOVE ACTION, RECORD THE FOLLOWING:

Time and date of call

Length of call

Extension number at which call received

ABOUT THE CALLER

Gender of caller? Male Female

Nationality? Age?

THREAT LANGUAGE

Well-spoken Irrational Taped

Foul Incoherent

Was the caller reading the message: YES NO

CALLER'S VOICE

Calm Crying Clearing out

Angry Nasal Slurred

Excited Stutter Disguised

Slow Lisp Accent

Rapid Deep Familiar

Laughter Hoarse

If the voice sounded familiar, who did it sound like?

What accent?

BACKGROUND SOUNDS

Street noises House noises

Animal noises Crockery Motor

Clear Voices Static

PA system Booth Music

Factory machinery Office machinery

Other (specify)
.....

REMARKS

.....
.....
.....
.....

Signature Date

Print Name

- When completed, this form is to be handed to the Principal (or Associate Principals in her absence) who in turn will hand it to the Police upon their arrival. A copy of this form is to be forwarded to the Health, Safety and Emergency Resilience Unit for information.