

Otford Primary School Emergency Procedures Policy for Site Secure and Evacuation



Date April 2026

For review (every 3 years) April 2029

Bomb Threat Procedures

Introduction

Threats to schools can arise from both terrorists and those with malicious intent to disrupt the running of a school. Although this is unlikely, our school has put in place a set of procedures for dealing with such threats.

Receiving a threat

Any threat received by the school will be taken seriously and procedures will be followed in all instances of a reported threat.

A bomb threat can be communicated in a number of different ways. The most likely form of threat would be via telephone; however, it may also be a recorded message communicated in written form, delivered face-to-face or sent via email.

Immediate steps if you receive a bomb threat communication

Any member of staff with a direct line, mobile phone, computer or tablet etc., could conceivably receive a bomb threat. All staff should understand the immediate actions required of them as the potential first response to a threat message.

Telephone calls

A telephone call is the most common means of communicating a bomb threat from an organisation/person. The following immediate actions should be carried out:

- Remain calm and listen carefully – taking notes where possible
- If practical, keep the caller talking and alert a colleague to dial 999
- If displayed on the phone, note the number of the caller, otherwise call 1471 once the call is terminated to attempt to obtain the number
- If the threat is recorded, note down as many details as possible
- If the threat is via text, do not forward, reply or delete the message but ring 999 and follow police advice
- Know who to contact in school upon receipt of the threat (HT /SLT – school office – site manager)

Face-to-face

- Remain calm and listen carefully – try to remember as many observations about appearance as possible
- Ring 999 as soon as practicable and relay as much information as possible

Written notes, letter or as graffiti

- Treat this as police evidence and stop people touching the item/cordon off area if graffiti

Email or social media

- Do not reply to, forward or delete the message
- Note the sender email address or username/ID
- Preserve all web log files to help the police investigation

In all instances, ring 999 and follow Police advice

Packages

Cause for concern packages could be delivered to the school or left within the grounds. See Annex A for Aids to Detection. Unidentified packages could lead to concerns. In all cases, staff should not hesitate to question why the package is there and should equally not hesitate to carry out Immediate Actions if their concerns are not IMMEDIATELY allayed.

If you are suspicious – DO NOT TOUCH OR HANDLE THE PACKAGE IN ANY WAY. If you have inadvertently picked up the package, place it gently onto a firm surface where it can be clearly seen by Bomb Disposal Officers and LEAVE THE AREA IMMEDIATELY.

Ring the Police and tell them:

- Who you are and your job title
- Where you are calling from and the phone number
- Why you are calling

Move the children to safe areas and minimise exposure to the package by using a route that does not pass it.

Vehicle Bombs

It is highly unlikely that a vehicle bomb would be used to target a school, but in such an event the Police should be notified immediately. The Police will require the vehicle registration and a description of the vehicle and its location.

The cause of action would be to move the children to the furthest possible location away from the vehicle.

Immediate actions in school hours

External Evacuation

- 1) Evacuate the School using the Fire Evacuation Procedure. Any evacuation route should avoid passing the location of the suspect package. Registers to be completed as per a Fire Evacuation.
- 2) If registers are incomplete, one or two volunteer staff members will search for missing pupils whilst others move the children to the furthest location from the potential danger/r.
- 3) Ensure that no packages, bags or other possible bombs are removed during the evacuation and that staff only remove items that have been on their personal possession since leaving home that morning.
- 4) Call the Police on 999 providing as many details as possible.
- 5) No-one is to re-enter the building under any circumstances once everybody has been accounted for until the Police confirm this is allowed.

Internal or inward evacuation (Invacuation)

On occasions, it may be safer to remain inside. Staying in the building and moving children away from windows and walls is relevant when it is known that a potential bomb is not within or immediately adjacent to the school.

If the suspect device is outside the school, the children may be exposed to greater danger by evacuating the building. A safer alternative maybe to use internal space and this would be communicated to staff via the internal telephone system.

Immediate actions out of school hours

If a key holder is made aware of a bomb threat then they must inform the Police immediately. If the Police are made aware of a threat they will inform a key holder. Under no circumstances should a key holder or member of staff access the site.

Site secure procedures

Site secure is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, wither external or internal. The aim of site secure is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of). It is recognised that due to their nature some sites may not be able to physically achieve site secure. *(National Police Chiefs' Council)*

Site secure procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. All staff should be familiar with Annex A.

Site secure procedures may be activated in response to any number of situations, but some of the more typical might be:

- **A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)**
- **An intruder on the school site (with the potential to pose a risk to staff and pupils)**
- **A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc)**
- **A major fire in the vicinity of the school**
- **The close proximity of a dangerous dog roaming loose**

The school's site secures plan is as follows:

Signals

Signal for site secure is the sound of a claxon or a telephone call/message stating 'lockdown'. Key contacts will be informed by the internal telephone system.

Start – Stop – Start - Stop

This is reiterated by the word " Site secure" after each burst of the horn.

All classes to remain in own classrooms and to lock doors to classrooms.

Entrance points (e.g. doors, windows) should then be secured.

Two-way radios and internal telephone system will be used to keep contact with buildings and SLT.

Staff response to emergency;

- ***Ensure all pupils are inside the school building.***
- ***If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.***
- ***Pupils may need to hide or disperse if this will improve their safety.***
- ***Teachers are responsible for own class.***

Action:

- Pupils to take cover under their tables.
- Staff to Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building/classrooms.
- Staff to dial 999. Dial once for each emergency service that you require
- Staff to take reasonable action to increase protection from attack e.g. block access points, move furniture to obstruct doorways etc.
- Sit on the floor, under tables or against a wall.
- Keep out of sight.
- Draw curtains / blinds.
- Turn off lights.
- Stay away from windows and doors.
- If possible, check for missing / injured pupils, staff and visitors.

All pupils, staff and visitors should be aware of exit points in case the intruder does manage to gain access.

It is important to remember that all adults and children should remain inside until an all-clear has been given, or unless they are told to evacuate by the emergency services.

Pupils who are outside of the school buildings are to be brought inside – to the nearest suitable building- as quickly as possible, unless this endangers them and others.

Those inside the school should remain in their classrooms.

Once in site secure mode, staff should notify the office immediately of any pupils not accounted for via the internal telephone system and instigate an immediate search for anyone missing. Staff should encourage the pupils to keep calm. As appropriate, the school office will establish communication with the Emergency Services and notify Kent County Council.

Parents will be notified as soon as it is practicable to do so via Parentmail/ Classdojo/ Instagram

Pupils will not be released to parents during a site secure process.

If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate will be sent via telephone. In an emergency, all children will evacuate to the Recreation Ground.

It is of vital importance that the school's site secure procedures are familiar to all members of the school staff. To achieve this, a site secure drill should be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity).

Site Secure

All classrooms have locks on classroom doors. In the event of a site secure the external doors should be secured immediately and then staff and children to lock themselves within their class rooms.

It is vital that all doors and windows are closed and locked if possible.

A claxon/air horn will be activated with the word 'Site Secure'" shouted after each burst of sound.

Site secure will remain in place until a member of the senior leadership team informs the class teacher otherwise.

Partial Lockdown

Alert to staff: 'Partial site secure' via the school telephone system, two-way radios and/or personal message.

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

All outside activity to cease immediately, pupils and staff return to building.

All staff and pupils remain in building and external doors and windows locked.

Movement may be permitted within the building dependent upon circumstances but this must be supervised by a senior member of staff (SLT, Head teacher).

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

'Partial site secure' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In additional precaution, the Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

Emergency Services will support the decision of the Head teacher with regarding the timing of communication to parents.

In the event of a prolonged site secure or more severe scenario, Kent County Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.