



## ANTI-TERRORISM POLICY

In these turbulent times we must be vigilant. Whilst St. Helens is not considered to be a terrorist target we must deal with suspicious incident appropriately.

### IN THE EVENT OF A PHONECALL ABOUT A BOMB:

- Listen carefully to the message, record what you can about the conversation. Listen for clues, e.g. sex, age, sobriety, state of excitements, background noises (any religious phraseology, accent, script, forced?)
- After the caller has given the message keep them in conversation and ask the following key questions:
  - If a code word has not been given, ask the caller, "is there a code word?" If a code word is given the exact detail should be taken down.
  - Where is the bomb located?
  - What time will it explode?
  - What does it look like?
  - When was it placed?
  - Why was it placed?
  - Who are you?
  - Where are you?
- Write down the time of the phonecall.

### ACTIONS:

- If there is a crisis which presents a serious risk to the well-being of the school population the alarm will be sounded for two seconds three times.
- Sound fire alarm and contact emergency services on (9)999.
- Contact Local Authority on 6789 and ask for assistance.
- All staff must ensure all children are removed from the building and go down to the meeting point on each playground and face away from building and head count (register).
- Head Teacher and Deputy Head Teacher will check the building to ensure it is vacant only if head count is wrong.
- Under any circumstances do not touch suspicious packages.

## SUSPICIOUS PACKAGES:

If there is a suspect package:

- Do not open.
- Evacuate the room.
- Notify the Head Teacher.
- Contact Police (9999), allow them to inspect and possibly open.
- Call the Corporate Health and Safety Team (3231) or Environmental Health (6376).

Good sense and care should be used in inspecting and opening mail or packages.

- Examine (feel) unopened envelopes for foreign bodies or powder.
- Do not open letters with your hands: use a letter opener.
- Open letters and packages with a minimum of movement to avoid spilling any contents.

What types of letters and packages may be suspect?

- Any letter or package that has suspicious or threatening messages written on it.
- Letters with oily stains.
- Envelopes that are lopsided, rigid, bulky, discoloured or have a strange colour.
- Unexpected envelopes from foreign countries (not exclusively foreign).
- No postage or non-cancelled postage.
- Incorrect spelling of common names, places or titles.

Packages that are opened and which contain suspicious material:

- Contain the exposure.
- Close off the room (doors and windows), do not allow anyone other than qualified emergency personnel to enter.
- Close the package or envelope to limit additional exposure. Do not clean powder up; keep others away.
- Do not touch your eyes, nose or any other part of your body.
- If possible, wash your hands thoroughly with soap and water.
- If clothing is heavily contaminated, don't brush.
- If possible, close down the buildings heating/air conditioning/ventilation system.
- Make a list of all people who had actual contact with the powder for investigating authorities and keep them quarantined.
- Call the Police (9999)
- Call the Corporate Health and Safety Team (3231) or Environmental Health (6376).

DO NOT PANIC.

Signed .....	Governing Body Chairperson
Signed .....	Headteacher
Date of Last Review:	