

BOMB THREAT & CHEMICAL SPILL POLICY & PROCEDURE



INTRODUCTION

In the event of a bomb threat staff must know how to protect themselves and the children from risks of harm and follow a safety procedure.

AIMS

To protect the wellbeing and safety of staff, children and other persons at the School.

IMPLEMENTATION STRATEGIES

The Farmhouse Montessori School endorses the following procedure, to be followed in the event that school personnel receive a call indicating that there is a bomb in the school or in the grounds of Nth Head, the following general procedures should be followed

1. The individual receiving the call should remain calm, be courteous, and listen carefully for details. If the caller remains on the line after the initial statement is made, ask questions such as "Where is the bomb?" "What does it look like?" and the name of the person calling should be asked. The exact time of the call should be noted. Please see Bomb threat checklist for guidance this must be kept by all phones at the school.
2. Follow the appropriate caller identification procedures. Such procedures are to be kept by each telephone that is a direct access line.

NTH BALGOWLAH CAMPUS:

3. The person receiving the call should immediately notify the school principal or authorized supervisor in her absence. The person receiving the call is to talk to no one other than as instructed by the school principal or designee.

NTH HEAD CAMPUS:

If the call has been received at the Nth Head Campus

4. The PA or the person designated should notify the police of the bomb threat by calling 000 and the fire department.
5. The PA or designee must decide whether the building should be evacuated. If the caller provided a specific time when the device was to explode and was graphic concerning other details, the building should be immediately evacuated. The Class room educators may establish a pre-arranged code with the staff alerting them to have students rally at their evacuation points. If it appears that the children will be required to remain outside for an extended period, arrangements should be made to contact parents for the closest location to which the students could be evacuated. If this is to be off site we will follow the Bush Fire Procedure and go to the forecourt of Manly Library

NTH BALGOWLAH: BOMB/CHEMICAL THREAT EVACUATION SITE 1:

Staff will walk the children down Bardoo Avenue to Woolgoolga Reserve to be collected by parents in Woolgoolga Street. This will stop any congestion of traffic onto the Bardoo Avenue site by parents to allow for emergency vehicles access only.

NTH HEAD: BOMB/CHEMICAL THREAT EVACUATION SITE 1:

If all of Nth Head is under a Bomb Threat or site evacuation staff will walk the children to the Cnr of Darley Road & Addison Road for collection by parents this will stop any congestion of traffic onto the Nth Head site by parents to allow for emergency vehicles access only.

6. Teachers are always to carry their student roll books with them to ensure student accountability.
7. The school principal is to request that police and fire department personnel inspect the building for the bomb.
8. If after such inspection and a lapse of time it is decided that the building is safe, the students and staff may return to the building.
9. A bomb threat report form is to be completed by the person who received the call and administrative action taken.

Bomb Threat Procedure

While most bomb threats received by telephone turn out to be hoaxes, they must be taken seriously. The following procedure will assist you if a bomb threat is received by telephone. Also refer to the Phone list checklist Appendix 1 that is attached. This checklist should be kept near all phones at both campus and all staff instructed on the use of this form.

Recording the Call

If a bomb threat call is received, it is important that the person receiving the call try to remain calm and does not hang up even if the caller hangs up. This 'open' line may assist in tracing the origin of the call.

The more information you obtain from the caller, the better the threat can be assessed. Keep talking to the caller for as long as possible. Examples of questions to ask are: Where is the bomb? When will it go off? What does it look like? What is your name? Also try to pick up hints such as an accent or background noise.

Reporting the Call

Immediately report the call using another telephone to the Police department and or fire department. Advise the Head of School as soon as possible as well as the Chairman of the Board. However, if there is any difficulty contacting any of the above, or the bomb threat caller indicated that the bomb will go off in the immediate future, the affected area (or building) should be evacuated using the normal building evacuation procedures under the authority of the acting Authorised Supervisor on Duty.

Unidentified Packages-Nth Balgowlah.

If what appears to be a bomb is found e.g. an unidentified package then:

- under no circumstances should it be touched;
- clear the immediate area; report the incident to the Head of Schools;
- **Unidentified Packages-Nth Head.**
- If what appears to be a bomb is found e.g. an unidentified package then:
 - under no circumstances should it be touched;
 - clear the immediate area;
 - report the incident to the Head of Schools;
 - ensure that the Sydney Harbour Trust Rangers are alerted on phone number 0434 652 152 between the hours of 8am and 4pm.
 - ensure that the Sydney Harbour Trust Security Guards are alerted on phone number 0430 631 689 between the hours of 4pm and 8am.

R.A.C.E to be activate

- Staff are to stay calm and comfort any child experiencing distress.
- Activate RACE (Rescue+Alarm+Contain+Evacuate)
- The Principal will telephone the emergency services.
- The Principal will assess the emergency.
- The staff set up a safety cordon around the affected area - e.g. close doors, prevent children's access to the spill.
- Staff are, if safe, to turn off all electrical equipment and when possible turn off the master switch in the Toddler Room. Staff will use the plug in Telstra phone if a phone call needs to be made.
- Staff attempt to ensure no one uses a mobile phone, or any other electronic device, smokes or starts a motor vehicle in close proximity to the hazard.
- The emergency evacuation or lockout/lockdown procedure is followed.

Appendix 1

<u>PHONE BOMB THREAT CALLER IDENTIFICATION PROCEDURE</u>	<u>CHECKLIST</u>	<u>REMEMBER TO KEEP CALM</u>
Date call received: _____ Time received: _____ Person that took Call: _____		
Telephone call received on: _____ Signature: _____		
Important questions to ask		
Where did you put it?		
When is the bomb going to explode?		
What does it look like?		
Exact wording of threat		
Threat:		
General questions to ask		
How will the bomb explode?		
or		
How will the substance be released?		
Did you put it there?		
Why did you put it there?		
Bomb threat questions		
What type of bomb is it?		
What is in the bomb?		
What will make the bomb explode?		
Chemical/biological threat questions		
What kind of substance is in it?		
How much of the substance is there?		
How will the substance be released?		
Is the substance a liquid, powder or gas?		
<i>For immediate or emergency advice please contact your local police service.</i>		
Other questions to ask		
What is your name?		
Where are you?		
What is your address?		
Notes for after the call		
Caller's voice		
Accent (specify):		
Any impediment (specify):		
Voice (loud, soft, etc):		
Speech (fast, slow, etc):		
Dictation (clear, muffled):		
Manner (calm, emotional, etc):		

