

# 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

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.

Follow the appropriate caller identification procedures. Such procedures are to be kept by each telephone that is a direct access line.

### NTH BALGOWLAH CAMPUS:

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

The Principal or the person designated should notify the police of the bomb threat by calling 000 and the fire department.

The Principal 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 Little Manly Beach. The route will be down Darley Road from the school into Marshall Street to the Beach front.

### Suspicious mail or packages

**If it has not been opened** - Place item in a plastic bag and seal it. Place all items in a second plastic bag and seal that bag. Stay in your office or immediate work area. This also applies to co-workers in the same room. Prevent others from entering the area and becoming potentially contaminated. It is unlikely you will be in immediate danger.

Advise the school principal or Authorised Supervisor who will advised you of the follow up procedure.

**If suspicious mail or package has been opened** - remain calm do not disturb the item any further. Do not move it or pass it around. If any material has spilt from the item, and if feasible to do so, cover it with a bin or similar to stop it spreading. Do not attempt to clean it up or brush it from your clothing. Make sure anyone who has contacted the material stays in the area and does not leave. If possible, place an object over the package without disturbing it (such as a waste bin).

Advise the school principal and or the Authorised Supervisor. Arrange if possible, to have the classroom and or office fans and air condition systems shut down and turn off any equipment that is circulating air around your workplace. Remain calm and wait for help to arrive and provide further advice.

### White substance in a letter

Isolate yourself and others who may have come into direct contact with the substance (without leaving the immediate area if possible). Close doors to stop other people entering the area at risk.

Try to wash your hands and face if possible.

Refrain from eating and drinking until you have been given the all clear as doing so may hamper any medical treatment. Wait for further instructions

### 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 Chemical spill in the area and the site is to be evacuated, staff will walk the children to Little Manly Beach 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.

1. Teachers are always to carry their student roll books with them to ensure student accountability.
2. The school principal is to request that police and fire department personnel inspect the building for the bomb.
3. 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.
4. 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-Do not hang up the Phone after 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.

Note:

### Reporting the Call

Immediately report the call using another telephone to the Police department and or fire department. Advise the Principal or Authorised Supervisor 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 & 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 Principal or Authorised Supervisors who will then contact the Police if they feel this is necessary;
- **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 Principal or Authorised Supervisors they will advise if the Police have to be called and any further action;
- 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.

LEGISLATIVE LINKS	SOURCE	LINKS TO OTHER POLICIES
Education and Care Services National Regulations 2011: 108 National Quality Standard – 2.3.3 Workplace Health and Safety Act 2011	Australian Federal Police	Emergency Evacuation Lockdown and Lockout Procedures Security Bushfire Policy

CREATED/REVIEW	MODIFICATION	CREATED/REVIEW DATES
17/2/2016		Reviewed Feb 2018
Feb 2018	New logo inserted and formatted	2020
5/5/2020	Appendix 1 Updated Suspicious Mail and substances added Evacuation route and location updated	2022

**Appendix 1**

 <b>PHONE BOMB THREAT CALLER IDENTIFICATION PROCEDURE</b>		
<b>CHECKLIST</b>		<b>REMEMBER TO KEEP CALM</b>
Date call received: _____	Time received: _____	Person that took Call: _____
Telephone call received at NH/NB: _____	Signature: _____	
<b>Important questions to ask</b>		
Where did you put it?		
When is the bomb going to explode?		
What does it look like?		
<b>Exact wording of threat</b>		
Threat: _____		
<b>General questions to ask</b>		
How will the bomb explode?		
or		
How will the substance be released?		
Did you put it there?		
Why did you put it there?		
<b>Bomb threat questions</b>		
What type of bomb is it?		
What is in the bomb?		
What will make the bomb explode?		
<b>Chemical/biological threat questions</b>		
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>		
<b>Other questions to ask</b>		
What is your name?		
Where are you?		
What is your address?		
<b>Notes for after the call-Report the call immediately to the Principal/Authorised Supervisor (Now complete the rest of this form)</b>		
<b>Caller's voice</b>		
Accent (specify): _____		
Any impediment (specify): _____		
Voice (loud, soft, etc): _____		
Speech (fast, slow, etc): _____		
Dictation (clear, muffled): _____		
Manner (calm, emotional, etc): _____		
Did you recognise the caller?		

If so, who do you think it was?	
Was the caller familiar with the area?	
<b>Threat language</b>	
Well spoken:	
Incoherent:	
Irrational:	
Taped:	
Message read by caller:	
Abusive:	
Other:	
<b>Background noises</b>	
Street noises:	
House noises	
Aircraft:	
Voices:	
Music:	
Machinery:	
Local call noise:	STD Beeps
<b>Other</b>	
Sex of the caller:	Estimated age:
<b>Call taken</b>	
Duration of call:	Number called:
<b>Act ion</b> (Obtain details from supervisor)	
Report call immediately to:	
Phone number:	
Who received the call and contacted police etc	
Name (print):	Signature: