



## **St Luke's School: Bomb Threat Policy**

2025

### **Government of Jersey policies**

*St Luke's school works within the framework of the Government of Jersey policies and codes of practice. Please access the latest published copies of these via the link below:*

[Children, Young People, Education and Skills Policies \(gov.je\)](#)

### **Introduction**

Although the threat of terrorist violence has retreated, recent events have shown that such threats can easily arise from both terrorists and those with simple malicious intent. To counter this threat, the school has in place a set of procedures for dealing with such threats.

### **The threat**

The most likely threat to the School is from someone with a desire to disrupt the running of the school rather than from a terrorist organisation wishing to cause an outrage by exploding a bomb on the premises. Unfortunately, this cannot be assumed and all threats, however outlandish they may appear, must and will be taken seriously.

### **Sources of threat**

Telephone calls

The most common form of notification of a bomb is that of a telephone call from the organisation concerned. If the School receives such a call then the Immediate Actions listed below should be carried out.

### **Packages**

Causes for concern could be packages delivered to the school. Equally unidentified packages left on the premises may give cause for concern. In all cases, staff should not hesitate to question why the package is there and should equally not hesitate to carry out the Immediate Actions if their concerns are not IMMEDIATELY allayed.

### **Vehicle bombs**

It is highly unlikely that a car or other vehicle bomb would be used against our school, but in such an event the police should be notified immediately. Details required by the police will include the registration number and description of the vehicle.

### **Immediate Actions in school hours**

The following actions will be taken in the event of a threat occurring during the school day:

1. Evacuate the site using the fire evacuation procedure, however, do not ring the alarm bell as this could trigger the device – a member of staff will go to each room to tell the teacher/TA to evacuate and, if known, where the bomb is placed. Any evacuation route should avoid passing the location of the suspect package. As soon as the roll call is complete, move the children off site, in an orderly manner, to regroup in the carpark opposite George Town Co-Op.



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2. If the roll call is incomplete, the most senior member of teaching staff will wait for the police to search for the missing person, whilst other staff will move the remainder of the children to the designated area.
3. Ensure that no packages, bags or other possible bombs are removed during the evacuation.
4. Call the police and give as many details as possible, using the aide memoir below.
5. Under no circumstances are children or staff to re-enter the school once everyone has been accounted for until the police confirm that it is safe to do so.

### **Immediate Actions out of school hours**

If a key holder is made aware of a bomb threat then they must inform the police immediately. Equally, if the police are made aware of a possible threat to the school, they will inform one of the key holders.

Under no circumstances should a key holder or staff member carry out a search.

### **Bomb threat aide memoir**

Telephone calls

Start the evacuation during the call if there is another person present to do this.

Think about the call (see Appendix A)

- Did the caller use a codeword – the police have access to the current list and can verify if it is a genuine codeword or a hoax
- Content of the call – location of bomb, time of detonation
- Was the caller male or female
- Did they have a pronounced accent?
- Background noises
- Reason for the call

Give all the information you have gleaned from the call.

Time permitting, try 1471 and see what number is returned!

### **Packages and vehicles**

If you are suspicious – **DO NOT TOUCH OR HANDLE THE PACKAGE IN ANY WAY.**

Unfortunately, it is often the touch or feel of the package that gives rise to suspicion. Possible indications of a suspect package may include:

- Protruding wires
- Noise or smoke from the package
- Grease marks on the wrapping
- A letter that is unusually thick (over 5mm), excessively heavy, lop-sided or stiffened
- An inner envelope which is tightly taped or bound.



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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 ROOM IMMEDIATELY.

### **When contacting the police tell them:**

- Who you are and your job title
- Where you are calling from and the phone number
- Why you are calling
- Where the package is (details of location) and why you are suspicious of it
- Package size/bulk, appearance, smell and greasy marks, visible features (wires etc),
- addressed to?, postmark
- Is recipient a likely target
- When was the package found, and was any warning given
- Who found it
- What precautions are being taken

Remember where the package is because the police will want to examine the package, even if only from a distance!

When moving the children into the safe areas, try to minimise exposure by moving along a route, which does not go past the package.

Any bomb involving a vehicle would cause a huge explosion and the only safe distance from such a device is the maximum that can be obtained. Moving the children into a safe area, using buildings as a shield before moving to the agreed location.



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Appendix A

**THIS FORM SHOULD BE COMPLETED ONCE THE CALLER HAS HUNG UP**

Date and time of call:

Duration of call:

Name of person taking the call:

Location of bomb:

**About the caller:**

Sex:

Nationality:

Estimated age:

Tone of voice, i.e. scared, excited, upset, aggressive:

Background noises, i.e. cars, people, music, machinery

Remarks or code words used:



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Other relevant information:

Signature of call taker:

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Print name:

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Time and date:

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