National Counter Terrorism Security Office Guidance Note

Advice to leaders of schools and other educational establishments; Responding to Bomb Threats

Following a series of malicious hoax communications to schools across the UK it is important that you are alert, but not alarmed. This is an opportunity for you to review your security plans to confirm that the arrangements you should already have in place are current and have been tested to ensure staff and students are prepared and confident.

Consider what steps you could take to:-
   a) reassure your staff, students and parents
   b) review and implement proportionate protect and prepare security planning.

1. Bomb threats: Procedures for handling bomb threats. Most bomb threats are made over the telephone and the overwhelming majority are hoaxes, made with the intent of causing disruption and alarm. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.

> **Guidance on receipt of a bomb threat**
> https://www.gov.uk/government/publications/bomb-threats-guidance

> **Bomb threat checklist:** The below link will take you to the NaCTSO Crowded Places Guidance. Click on education and scroll down to the index. Click on the link on the contents page "Bomb threat" at page 147.

> https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/701910/170614_crowded-places-guidance_v1a.pdf

If this prompts you to review your emergency planning, consider the following:

2. Search Planning: Do you have plans to search your site to deal effectively with either bomb threats or for secreted threat items; are your staff and students familiar with those plans and what to do if they find a suspicious item?

Good housekeeping reduces the opportunity for suspicious items to be placed and assists effective search.

> **Security guidance for educational establishments:** The below link will take you to the NaCTSO Crowded Places Guidance. Click on education and scroll down to the index. **Click on the link** on the contents page "Managing risk, business continuity" at page 32.
>
> https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/701910/170614_crowded-places-guidance_v1a.pdf
>
> **Search planning guidance:**
> http://www.cpni.gov.uk/Security-Planning/Business-continuity-plan/Search-premises/

3. Evacuation/Invacuation planning: It is vital that you are able to move your staff and students away from danger in a controlled way. Ensure that you have a number of options available, well sign-posted and notified to people on your site. Keep routes clear.

Sometimes it may be safer to remain inside a building; identify the most suitable internal spaces that staff and students can move to.

> **Security guidance for educational establishments including Evacuation Planning:** The below link will take you to the NaCTSO Crowded Places Guidance. Click on 'Education' and scroll down to the index. **Click on the link** on the contents page "Physical Security" at page 67.
>
> https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/701910/170614_crowded-places-guidance_v1a.pdf.

4. Further advice can be found at:
https://www.gov.uk/government/collections/guidance-for-educational-professionals