



**DUBAI  
BRITISH  
SCHOOL**  
EMIRATES HILLS

# **BOMB THREAT POLICY**

## **2023-2024**

This procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Operations Manager	
Date of review	August 2023
Date of next review	August 2024



### 1. Rationale:

It is extremely important that members of staff know how to act during a bomb threat situation.

### 2. Aims:

- Establish a clear policy on what to do during a bomb threat
- Ensure the calm and efficient evacuation or lock down of the school in case of a bomb threat.

### 3. Policy Statement:

**3.1** Bearing in mind that the most important criteria governing all decisions **MUST** be student safety, all staff members should take the following steps in preparation for bomb threats:

- Read and understand the procedures in this document and the Fire Drill Procedure and Lock Down Procedure poster displayed in every room.
- Ensure that class registers are accurate and readily available
- Ensure that those you supervise are also aware of these procedures

#### 3.2 Types of threats

Threats may come in from different channels, with each requiring a different way in which to handle them. The following channels are further outlined in this document.

- E-mail
- Social media
- Telephone

#### 3.3 Bomb Threat procedures

##### 3.3.1 Email

In case a threat comes in via email please take the following steps

1. *Immediately contact the Principal or her replacement and provide the details of the email.*
2. *The Principal contacts the police and Taaleem CO.*
3. *Based on the advice of the police the principal can initiate and evacuation or lock down dependent on the situation.*
4. *Do not use mobile phones near the threat area as this might trigger an explosive to go off.*
5. *In case of an evacuation the main assembly point will be the safe haven. (the Principal directs all classes and members of staff onwards to the safe haven)*
6. *The attendance will be taken at the safe haven.*
7. *The Principal will report to the police when the lock down or evacuation is complete and awaits further instructions.*

### 3.3.2 Social media

In case a threat comes in via social media please take the following steps

1. *Immediately contact the principal or her replacement and provide the details of the threat.*
2. *The Principal contacts the police and Taaleem CO.*
3. *Based on the advice of the police the Principal can initiate and evacuation or lock down dependent on the situation.*
4. *Do not use mobile phones near the threat area as this might trigger an explosive to go off.*
5. *In case of an evacuation the main assembly point will be the safe haven. (the Principal directs all classes and members of staff onwards to the safe haven)*
6. *The attendance will be taken at the safe haven.*
7. *The Principal will report to the police when the lock down or evacuation is complete and awaits further instructions.*

### 3.3.3 Telephone

In case a threat comes in via telephone please take the following steps

1. *Record the exact wording of the threat.*
2. *Ask the following questions:*
  - **Where is the bomb right now?**
  - **When is it going to explode?**
  - **What does it look like?**
  - **What kind of bomb is it?**
  - **What will cause it to explode?**
  - **Did you place the bomb?**
  - **Why?**
  - **What is your name?**
  - **What is your address?**
  - **What is your telephone number?**
3. *Record the time the call is completed.*
4. *Where automatic number reveal equipment is available, record number shown.*
5. *If possible, request the nearest person to you to alert the Principal while you continue to receive the call and record the details.*
6. *The person taking the Bomb Threat call will complete a report as soon as possible after the call has ended:*

- Time and date of the call
- Length of the call
- Number at which the call was received (i.e. your extension number)
- Assessed gender of the caller
- Assessed nationality/ethnicity of the caller
- Approximate age of the caller
- The caller's threat language:
- Well spoken? Irrational? Taped message? Offensive? Incoherent?
- The caller's voice characteristics:
- Calm? Crying? Clearing throat? Angry? Nasal? Slurred? Excited? Stutter? Disguised? Slow? Lisp? Accent? If so, what type? Rapid? Deep? Hoarse? Laughter? Familiar? If so, whose voice did it sound like?
- Background sounds heard:
- Street noises? House noises? Animal noises? Motor? Voice? Static? PA system? Music? Factory machinery? Office machinery?
- Any other remarks considered relevant

7. *Immediately contact the Principal or her replacement after you have all the information above provide the details of the threat.*
8. *Do not hang up the phone even if the person on the line has. This will help the police with tracing the phone call.*
9. *Do not use mobile phones near the threat area as this might trigger an explosive to go off.*
10. *The Principal contacts the police and Taaleem CO*
11. *Based on the advice of the police the principal can initiate and evacuation or lock down dependent on the situation.*
12. *In case of an evacuation the main assembly point will be the safe haven. (the Principal directs all classes and members of staff onwards to the safe haven)*
13. *The attendance will be taken at the safe haven.*
14. *The Principal will report to the police when the lock down or evacuation is complete and awaits further instructions.*

**Note:** During the evacuation do not mention the reason for the evacuation as this may lead to panic.

**Safe Haven:** The Safe Haven for a full evacuation of the school site will be DBF.

#### 4. Applicable to:

All staff, students and visitors

#### 5. Related documents

Health and Safety Policy/DBS emergency evacuation policy/DBS lock down procedure

#### 6. Implementation Date: August 2019

Review date: August 2024