**Procedures for handling bomb threats**

Calls may be of two kinds:

* Hoax threats designed to disrupt, test reactions or divert attention
* Threats warning of a genuine device – These may be attempts to avoid casualties or enable the terrorist to blame others if there are casualties. However genuine threats can provide inaccurate information about where and when a device might explode.

Stay calm and listen.

Obtain as much information as possible – try to get the caller to be precise about the location and timing of the alleged bomb and whom they represent. If possible, keep the caller talking and use the bomb threat checklist.

Ensure that any recording facility is switched on.

Immediately report to the police. If you cannot get hold of anyone, and even if you think the call is a hoax, inform the police directly. Give your impressions of the caller and an exact account of what was said.

If you have not been able to record the call, make notes for the security staff or police. Do not leave your post – unless ordered to evacuate – until the police or security arrive

**Seven key instructions for handling suspicious items**

* do not touch suspicious items
* move away to a safe distance
* prevent others from approaching
* communicate safely to staff, visitors and the public
* use hand-held radios or mobile phones away from the immediate vicinity of a suspect item, remaining out of line of sight and behind hard cover
* notify the police
* Ensure that whoever found the item or witnessed the incident remains on hand to brief the police.

**Evacuation instructions**

* When Safe to do so leave the building in small groups
* An appointed person will need to inform neighbours
* Evacuation point is St Patricks church St Patrick’s Ct, Brockworth GL3 4HL directly at the bottom of this the road.
* All staff to meet at the evacuation point with all children, registers, emergency contacts and mobile phone.
* Wait at evacuation point until police inform otherwise.