



BOMB THREAT PROCEDURES FOR SCHOOLS

- 1. The following are a set of procedures regarding bomb-threats in schools, which are to guide school staff in such instances.**
- 2. Procedures to be followed on receipt of a Bomb-threat**
 - a. As soon as a bomb-threat is received, Police should be notified immediately on Emergency Number 112.**
 - b. The person who receives the call should memorise as much detail as possible and notify the Head of school. The ad hoc form (copy attached) is to be filled immediately and handed over to police investigators.**
 - c. The Head of school is to inform all the staff about the situation as discretely as possible.**
 - d. A search of all the premises is to be initiated as soon as possible. The search is to be conducted by a search team¹ composed of members of the staff who are familiar with the areas to be searched. The person responsible for coordinating the search is to gather all information and results from the team members in order to confirm that the search is complete and that no suspect devices were found in the premises. If at any time during the search a suspicious object is found, evacuation should then be carried out immediately.**
 - e. The teacher in the classroom is to ensure that all the students are able to identify their belongings and that there are no suspicious objects inside the classroom.**
 - f. During a search, students are to be kept in their respective classrooms, i.e. they shall not be allowed to proceed to lunch-breaks or change of lessons, to avoid unnecessary movements in public areas, until the search is complete. This would also keep the children under hard cover.**
 - g. If possible, glass doors/windows are to be kept widely open during the search.**
 - h. A member of the staff who is familiar with the area is to be nominated to accompany AFM Explosive Ordnance Disposal (EOD) or Police Dog Section personnel should this be required.**

¹ It is strongly recommended that the search team is set up by the Head of school and training and rehearsals are to be carried out periodically so that when a bomb-threat is received, the search would be effective and efficient. An effective way to coordinate the search and distribute information shall be established as this is valuable to the smooth running of the operation.

3. The following procedures are to be followed in case that an unidentified / unattended object is found during the search:

- a. If a suspicious object is found evacuation is a must:**

Evacuation Parameters	
Object size	Evacuation distance
Shoe-box	100 metres
Suit-case	200 metres
Larger	400 metres

- b. All staff, students and visitors are to be accounted for, so that nobody is left inside the evacuated area, i.e in the danger area.**
- c. The person/persons finding the suspicious object is/are to be kept available at the cordon (i.e. in a safe area) to assist the EOD team should this be required.**
- d. If the object is on the perimeter wall of the school, i.e. the evacuation distances go beyond the school premises; civilians who are outside the school but within the evacuation distances should also be notified and evacuated accordingly.**
- e. It is of utmost importance that while personnel are being evacuated they are to be kept as far away as possible from the suspicious object.**
- f. Persons on the premises beyond the evacuation distances are not to be evacuated, but they shall remain under hard cover, and glass doors and windows are to be left widely open.**

These guidelines were prepared in collaboration with the Ammo and Explosive COY within the Armed Forces of Malta.

