



## 01 Health and Safety Procedures

### 01.21a Bomb Threat Procedure

In the unlikely event of a bomb alert at Stepping Stones Preschool, then the person taking the call must remain calm and write down as many details as possible during the conversation (SEE ACTIONS TAKEN ON RECEIPT OF A BOMB THREAT). When the caller rings off the telephone should not be replaced.

The police should be informed by using a different telephone by dialling 999 and saying we have received a bomb alert at:-

STEPPING STONES PRESCHOOL, 1 DUNSFOLD ROAD, TILEHURST, READING, BERKSHIRE,  
RG30 4NP

Other people in the building should be alerted. Do not use the fire alarm button (as this will immediately make people evacuate the building and if the bomb is outside this would be the wrong place for them to congregate).

If the bomb is said to be placed within the preschool, then children should be evacuated in line with the fire evacuation procedure.

- Sound the alarm
- Quickly and safely take the children out of the building by the nearest fire exit.
- On hearing the alarm the senior member of staff is to phone the fire brigade & collect the fire bag.
- DO NOT collect personal belongings
- Staff will:-
  - Check all the rooms and toilets
  - Close doors where possible
- Everyone must assemble on the grass next to the entrance gate
- Registers will be called to check everybody is accounted for
- Everybody must wait outside until they are told they can return to the building.

If the bomb is said to be outside, then the following Bomb lockdown procedure should be followed.

#### **OFFICE AREA:-**

- On hearing/activating the bomb lockdown procedure, staff situated in the office are to take the office phone and head to the Butterfly room immediately.

#### **CLASSROOMS:-**

- Staff members are to pull tables away from the windows
- Get the register and room phone
- Get themselves and all of the children under the tables
- The senior staff member in the Butterfly Room will :-

- Instruct a staff member to check the toilets
  - Close the windows and blinds
  - Then take cover under the tables.
- Everyone will remain out of sight until further instructions are received from the emergency services.
  - The staff will attempt to keep the children as quiet and calm as possible until the dangerous situation is over.
  - Once completely sure that the danger is over, everyone will leave their safe place and continue their activities as far as possible.

**MANAGER OR DEPUTY:-**

On hearing the alarm the Manager, or Deputy if the manager is not on site, will :-

- Check the office area and corridor for any staff or children
- Take the fire bag, containing the preschool mobile and emergency contact list and head into the Butterfly room. (Emergency contact lists are also situated inside the art filing cupboard and on the inside of the overhead kitchen cupboard on the far right)
- Call 999 (or 101, Thames valley police) and if appropriate the Chairperson.
- Intercom the other room to check that everyone is accounted for.

If it is necessary to vacate the premises completely, staff will complete a headcount and walk all children to The Meadway Sports Centre, completing a register on arrival. The Manager, or Deputy will phone the parents/carers and the chairperson (if not already contacted), to inform them of the incident. Records will be made of the event and actions taken will be recorded in our incident folder. Ofsted and Early years will be informed within 24 hours of the incident occurring.