



**British International School
of Timisoara**

We Provide the Foundation on Which Our Children Can Flourish

School Policies

Lockdown policy

Approved by:	Head of School	Date: May 2019
Last reviewed by:	School Leadership Team	Date: Sep 2020
Next reviewed by:	School Leadership Team	Date: May 2021

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General

The British International School of Timisoara (BIST) is a coeducational private school following a British based curriculum and accepting children aged between 4 and 16. The school will grow gradually, and we will start admitting children at Key Stage 5 in the academic year 2022 – 2023.

The British International School of Timisoara will offer its students an international experience through a British-based curriculum adhering to the guidelines of the Department for Education in England, Council of British International School and assessed by Cambridge Assessment International Education. Our qualified, internationally experienced and dynamic educators will teach all subjects in English, with the exception of the lessons of Romanian, which are taught by qualified and engaging local teachers.

Our Vision

*We provide the Foundation on which our Children can Flourish
Inspiring our students to Learn and Live with Purpose*

Our Mission

Building a community of learners where students are given meaningful opportunities to learn, experience, grow, succeed and excel in all areas of their academic and personal development

Our Core Values

*We Think, We Explore and We Learn
We Listen, We Respect and We Care
We Speak Up, We Participate and We Strive*

At BIST we want to ensure that all members of our community understand and adhere to our school ethos and values. Rules and regulations will be in place to protect all members of the community and to give everyone equal opportunities for development and progress.

Introduction

Although bomb threats, terrorist attacks, and incidents involving a lone shooter are extremely rare, BIST is aware of both the potential for actual harm and the potential for severe disruption to its programme that can be caused by hoaxes and malicious threats. It is the policy of our school to put in place procedures intended to minimise the risk to security and safety from bomb threats or terrorist attacks on campus. This policy brings together the procedures in accordance with both UK standards and Romanian law.

Purpose

The purpose of this is to provide a clear guideline with the stages and requirements for staff in regard to a bomb threat, terrorist attack, or lone shooter.

Telephone Bomb Threats

- Telephone bomb threats are nearly always hoaxes but must be taken seriously in the first instance. Even if genuine, the fact that the bomber has made a warning call indicates that the aim is to destroy property rather than take life, so there will be a period of time between the call being made and the bomb going off to allow for reaction on the part of the target.
- The call may be made direct to an individual or to the office or may come via an outside agency (a local newspaper or broadcasting service newsroom). If received directly, the person taking the call must

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record as much detail as possible to enable an assessment to be made as to whether the threat may be genuine or not. If possible, the police should be informed whilst the call is still in progress since they may be able to trace it. A **'BOMB THREAT CALL PROCEDURES'** should be kept under or close to all phones, ready for use should the need arise.

- The person who has received the call must immediately give the Office Manager or Head of school (or other member of SLT) all the details that have been noted. An assessment will then be made, in conjunction with the Police, and any subsequent action notified disseminated to all staff via the phone tree and email. Evacuation of the building is not normally the best course of action, particularly since the location of the bomb is unlikely to be known. Generally, it will be safer to remain in the building in the classroom and for the teacher to lock the door.

Designated areas:

- **Primary School:** Classrooms (Doors to be locked/door windows covered if possible in the event of a terrorist attack/random shooter)
- **Secondary School:** Classrooms (Doors to be locked/door windows covered if possible in the event of a terrorist attack/random shooter)

The School Health and Safety Officer will normally direct that an immediate search be made of those parts of the building to which the public have had access and this is best done by staff familiar with those areas. Members of the public on the premises will have to be evacuated, taking all their belongings with them, and told to move right out of the area and not to return for at least an hour. The areas to be searched will be the Main gate entrance and fence perimeter (in case a device has been thrown over the fence). The guards and Site Facility Manager shall be responsible to check the perimeter. If a suspect package is found, the Office Manager and/or Head of School must be informed immediately so that necessary action can be taken. Normally, this will mean staff remaining in the building, but in shelter areas distant from the suspect device. If nothing is found, a hoax can normally be assumed, but the Head of School may decide that staff should remain in shelter areas a while longer.

Telephone Threats

- Notify the Office Manager and/or Head of School to alert management and contact the police.
- Have someone present contact the police immediately via 112
- Attempt to keep the caller talking as long as possible to enable the origin of the call to be traced.
- Obtain as much detailed information as possible from the source, using the **'BOMB THREAT CALL PROCEDURES'** form
- Immediately following the telephone call, fully and promptly complete the report form, while details are fresh.
- Repeat all information received to a senior member of staff, so that the appropriate action can be taken, i.e. to evacuate or search.
- Immediately contact one of the people listed below

Name	Phone number
Ciprian Tiplea	0726 707 302
Alina Barna	0726 707 446
Paul Jennings	0734 038 196
Claire Bhitell	0726 316 768

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- If a bomb explosion is imminent, initiate procedure to inform all staff
 1. Sound BOMB THREAT ALARM
 2. Initiate Staff Phone Tree
 3. Email all Staff
- **ON HEARING THE BOMB ALARM (Phone tree initiated also):**
 1. Get down low
 2. Keep away from windows
 3. Close office doors
 4. Move to designated safe areas
 5. Wait for verbal instructions from Head of School/Office Manager or any SLT member

Note: - The decision to evacuate or search must be made by the Office Manager and/or/Head of School, based on the type of call and the information given by the caller. The call may come through a second party, e.g. the police or press and, if a specific time is stated for a bomb to detonate, the obvious decision would be to evacuate.

Letter Bombs

Experience in dealing with letter bombs indicates that in many cases they are:

- Placed in substantial envelopes or parcels containing paperback books
- In the form of flat letters weighing up to 102g
- In packages the size of a conventional book
- Delivered through normal postal services

The degree of caution to be observed in handling such items can be determined by the cumulative effect of the points giving rise to suspicion which include:

The postmark, if foreign and not familiar

- The writing, which may have an unusual appearance, lack literacy, or is crudely printed
- The name and address of the sender, if the geographical area differs from the area of the postmark
- 'Personal' or 'private' letters addressed to senior management under the job title rather than by name
- Weight, if excessive for the size and apparent contents
- Weight distribution, if uneven, this may indicate the presence of batteries
- Grease marks on the exterior of the wrapping (i.e. showing through from the inside), may indicate 'sweaty' explosive
- Smell, some explosives have a smell of marzipan or almonds
- Abnormal fastening, if the sealing is excessive for the type of package, this may be a form of booby trap

Damaged enveloped or packaging that exposes wires, batteries or fluid-filled plastic sachets should not be handled further. Packages that rattle, feel springy or emit a ticking noise should be treated with extreme caution.

If suspicions cannot be alleviated:

- Immediately contact the Office Manager and/or Head of School (or member of the SLT)
- Do not attempt to open the letter/package or tamper with it. It will probably have been designed to withstand postal handling and to detonate during a normal sequence of opening
- With minimum further handling, isolate it to reduce possible blast damage, place on table, clear all items from around it
- Seal off the area to keep people away

BIST is committed to child protection and safeguarding and promoting the wellbeing of all students. We expect staff, parents, volunteers, visitors and the students to share this commitment.

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On rare occasions warnings are received through the mail. On receipt of such a warning the following action should be taken:

- These directives apply to letters threatening or warning of a bomb (if there is the faintest suspicion that a letter or parcel may contain an explosive device, DO NOT HANDLE IT; evacuate the area and immediately contact one of the people named below.
- Handle the letter as little as possible.
- Place the letter inside a polythene bag provided so that the document can be read without further direct handling. Seal the bag and tag it with the time and date received.
- Immediately (whilst still fresh in your mind) make a list of those who handled the material before it was protected.
- Take immediate steps to recover the envelope (if separated from the letter prior to discovery)
- Immediately contact the Office Manager and/or Head of School (or a member of the SLT)

Evacuate or Search

This decision must be made by the Office Manager and/or Head of School, based on the type of call and information given by the caller. The call may come via a second party, e.g. the police or the press and if a specific time is stated for a bomb to detonate, the obvious decision would be to evacuate to a designated safe area.

Bomb Search

If the decision is taken to search the premises as opposed to either a full or partial evacuation, the services of the local Police or Bomb Disposal Authorities should be sought. Phone 112.

The following points must be considered when undertaking the search:

- Do not use portable radio transmitters as they can detonate explosive devices within a radius of 30 metres
- Divide the hub site into pre-determined sections with a thorough search plan for each section
- If possible, utilise staff members familiar with the area to be searched, as they are more likely to identify packages that should not be there
- As a bomb would most likely be concealed in a compartment, suitcase, briefcase, box or packaging, be suspicious of any items that are unattended or out of place
- Seal off all areas that have been searched to avoid repetition of the search

If there is any reason to believe that a bomb or incendiary device has been found, the following precautionary measures should be carefully observed:

DO NOT:

- Attempt to open a suspected package, leave it in its original position
- Place a package believed to contain a bomb or incendiary device in water, water is a conductor of electricity and may cause detonation
- Cut, remove or undo string or wire on a suspected package as this may release the trigger mechanism and cause the detonation
- Lift the cover of a box believed to contain a bomb or incendiary device

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DO:

- Cordon off the area, to prevent entry by unauthorised persons whilst awaiting expert assistance
- Remain calm; keep voices as low as possible. Move in a positive style but do not run
- Do not openly speculate within hearing distance of any employee or visitor. All actions should reflect a 'business as usual' attitude

Bomb Evacuation

Refer to the separate section of this Appendix relating to Evacuation Procedures. It is emphasised that different considerations exist when evacuating premises in the event of fire and responding to a bomb alert, i.e. where the risk of instantaneous devastation is too great to permit staff to exit within the vicinity of the premises.

The fire alarm system is the most efficient method of initiating an evacuation, but the following procedures should also be observed:

- All lifts should be called to one floor above the ground floor, switched to manual operation and held there
- All personnel to assemble at the designated safety area and await instructions
- Do not allow entry or re-entry into the building until given approval by the Police or Bomb Disposal Officers
- Once the police give the okay, to evacuate the building, or to return to your room/class.

Review

This policy will be revised by the SLT members on yearly basis or when necessary in line with legislation.

IN AN EMERGENCY

WHEN YOU HEAR IT—DO IT!

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Evacuate if practical
Move away from sight
Maintain silence
Prepare to evade or defend

STAFF

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Prepare to evade or defend



LOCKOUT! SECURE THE PERIMETER.

STUDENTS

Return inside
Business as usual

STAFF

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance



EVACUATE! (To the announced location.)

STUDENTS

Leave your stuff behind
Follow instructions

STAFF

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! (For a hazard using a shelter strategy.)

STUDENTS

Hazards	Safety Strategy
Tomado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold

STAFF

Lead safety strategy
Take attendance

