

## Lockdown Policy

[Procedures in the event of a lockdown situation, including bomb threat, terrorist threat, or other serious security incident.]

### Purpose

The purpose of this is to provide a clear guideline with the stages and requirements for staff in regard to a bomb threat.

### Overview

Although bomb threats are extremely rare, IBSB 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 IBSB 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 procedures in accordance with Romanian legislation and UK good practice guidance for British Schools Overseas. It supports compliance with the Independent School Standards Regulations (ISSR) and safeguarding expectations outlined in Keeping Children Safe in Education (KCSIE). If a mass evacuation is required, then please refer specifically to the IBSB Mass Evacuation Plan (IBSBMEP).

Earthquake Alarm	1 second intervals
Lockdown Alarm	3 second intervals
Fire Alarm	Continuous

### Telephone Bomb Threats

1. 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.
2. 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 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.
3. The person who has received the call must immediately give the Executive Director 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 communicated 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:

1. Primary School: Classrooms (Doors to be locked/door windows covered if possible in the event of a terrorist attack/random shooter)
2. Secondary School: Classrooms (Doors to be locked/door windows covered if possible in the event of a terrorist attack/random shooter)
3. **CODECS Building: Level 3** Sixth Form common area- away from all windows

**Level 5** Hall with entry to exam room area

4. The School 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 Manager shall be responsible to check the perimeter. If a suspect package is found, the Executive Director/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 Executive Director/Head of School may decide that staff should remain in shelter areas a while longer.

**1.0 Telephone Threats**

**NB: Guidance Notes should be issued to all telephonists, office staff, senior management, and others who may have to respond to a threat case.**

- 1.1. Notify the office manager or another employee by a pre-arranged signal system to alert management and contact the police.
- 1.2. Have someone present contact the police immediately via 112
- 1.3. Attempt to keep the caller talking as long as possible to enable the origin of the call to be traced.
- 1.4. Obtain as much detailed information as possible from the source, using the **'BOMB THREAT CALL PROCEDURES'** form.
- 1.5. Immediately following the telephone call, fully and promptly complete the report form, while details are fresh.
- 1.6. Repeat all information received to a senior member of staff, so that the appropriate action can be taken, i.e. to evacuate or search.
- 1.7. Immediately contact one of the people listed below

Name	Tel No	Alternative Tel No
Aura Bogdan	0745999090	0722273334
Kendall Peet	0748028545	0729625147
Mike Henderson	0752911601	
Alan Cornish	0756050926	

- 1.8. 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
- 1.9 ON HEARING THE Lockdown 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- Head of School/Office to Phone HofP/S

**Note: - The decision to evacuate or search must be made by the Executive Director/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.**

**2.0 Letter Bombs**

**2.1. Experience in dealing with letter bombs indicates that in many cases they are: -**

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

**2.2. 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:**

**2.3. The postmark, if foreign and not familiar**

- 2.3.1. The writing, which may have an unusual appearance, lack literacy, or is crudely printed.
- 2.3.2. The name and address of the sender, if the geographical area differs from the area of the postmark



- 2.3.3. 'Personal' or 'private' letters addressed to senior management under the job title rather than by name.
- 2.3.4. Weight, if excessive for the size and apparent contents
- 2.3.5. Weight distribution, if uneven, this may indicate the presence of batteries
- 2.3.6. Grease marks on the exterior of the wrapping (i.e. showing through from the inside), may indicate 'sweaty' explosive
- 2.3.7. Smell, some explosives have a smell of marzipan or almonds
- 2.3.8. Abnormal fastening, if the sealing is excessive for the type of package, this may be a form of booby trap

**2.4.** Damaged envelopes or packaging that exposes wires, batteries or fluid-filled plastic sachets should not be handled further.

**2.5.** Packages that rattle, feel springy or emit a ticking noise should be treated with extreme caution.

**2.6.** If suspicions cannot be alleviated: -

- 2.6.1. Immediately contact the Executive Director/Head of School (or member of the SLT)
- 2.6.2. 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
- 2.6.3. With minimum further handling, isolate it to reduce possible blast damage, place on table, clear all items from around it
- 2.6.4. Seal off the area to keep people away

**2.7** On rare occasions warnings are received through the mail.

**2.7.1** On receipt of such a warning the following action should be taken:

**2.7.2** 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.

**2.7.3** Handle the letter as little as possible.

**2.7.4** 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.

**2.7.5** Immediately (whilst still fresh in your mind) make a list of those who handled the material before it was protected.

**2.7.6** Take immediate steps to recover the envelope (if separated from the letter prior to discovery)

**2.7.7** Immediately contact the Executive Director/Head of School (or a member of the SLT)

## 3.0 Evacuate or Search

**3.1** This decision must be made by the Executive Director/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.

## 4.0 Bomb Search

**4.1.** 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.

**4.2.** The following points must be considered when undertaking the search: -

- 4.2.1. Do not use portable radio transmitters as they can detonate explosive devices within a radius of 30 metres
- 4.2.2. Divide the hub site into pre-determined sections with a thorough search plan for each section.
- 4.2.3. 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

- 4.2.4. 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.
- 4.2.5. Seal off all areas that have been searched to avoid repetition of the search

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

**5.0 DO NOT:**

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

**6.0 DO:**

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

**7.0 Bomb Evacuation**

- 7.1. 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.

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

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

**8.0 Nuclear Attack**

- 8.1 The following procedure has been written in the context of advice offered by the following source:  
[www.ready.gov/nuclear-explosion](http://www.ready.gov/nuclear-explosion)
- 8.2.1 In the case of a confirmed imminent nuclear attack, it is likely that a civil emergency warning siren will be sounded and will be heard. This will be followed by the fire alarm being sounded to cause all students and staff on the main campus to evacuate the buildings to the assembly point.
- 8.2.2 **Evacuation Procedure**
- 8.2.3 Do not use the lifts. Lifts should be called to one floor above the ground floor, switched to manual operation and held there.
- 8.2.4 All people on the main campus should make their way to the designated safety area and await instructions.
- 8.2.5 At the assembly point, staff will be informed that a nuclear attack is imminent. The register will be taken and then students and staff will make their way to the designated safe zones:
  - EYFS/ KS1 students and staff** – Secondary School Music Room
  - KS2 students and staff** – Secondary School Drama Room
  - KS3/4/5 students and staff on the main campus**– Move to the ground floor of Secondary, away from the windows, with windows and doors closed and the shades down. If there is time, consider relocating to nearest available bunkers (Refer 8.2.6)
  - Main Campus Admin Building Staff** – Move to the interior hallway and bathrooms with all windows and doors closed. If there is time, consider relocating to nearest available bunkers (Refer 8.2.6)
  - College Campus** – Move to the interior hallways or bathrooms with all windows and doors closed. If there is time, consider relocating to nearest available bunkers (Refer 8.3)

**Dallas Building** - Move to the interior hallway away or bathroom away from the windows and with windows closed and shades down and doors closed. If there is time, consider relocating to the nearest available bunkers (Refer 8.2.6)

8.2.6 All bunkers that can be used in the situation of nuclear attack can be found at the following website: [www.igsu.ro/Resources/Documente\\_Generale/Situatia\\_adaposturilor\\_de\\_protectie\\_civila.pdf](http://www.igsu.ro/Resources/Documente_Generale/Situatia_adaposturilor_de_protectie_civila.pdf)

There are approximately 20 in the Ianului area. The closest are:

1. Șos. Ianului 4 Bloc 113 A, sc. B – 600 m
2. Șos. Ianului 5 Bloc 110, sc. A – 600 m
3. Șos. Ianului 5 Bloc 110, sc. B – 600 m
4. Șos. Ianului 6 Bloc 113 B, sc. B – 650 m
5. Șos. Ianului 7 Bloc 109 B, sc B – 700 m

8.2.7 **Once inside our designated safe area, stay there for 24 hours unless local authorities provide other instructions.** Family members should stay where they are inside and reunite later to avoid exposure to dangerous radiation.

8.2.8 **Remain alert for further advice from the authorities, using phones if possible, or the British Embassy direct line service.**

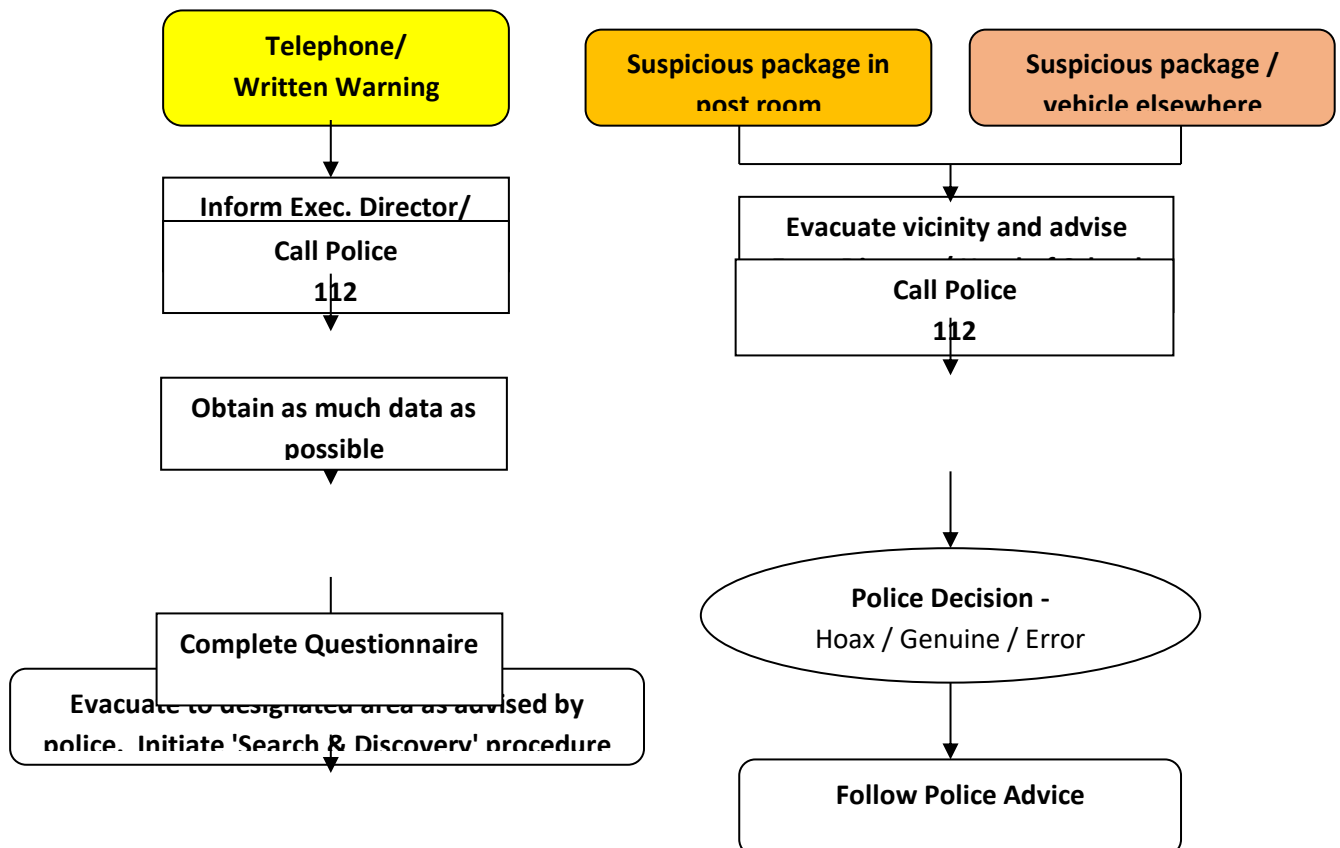
8.2.9 The most basic advice for surviving a nuclear attack is not to try to escape the affected area but instead to shelter in a place. Specifically, preparedness experts urge people to get as many layers of a building between them and the outside world as possible — both to survive the blast and then the radiation that follows.

For further advice, please refer to: [www.ready.gov/nuclear-explosion](http://www.ready.gov/nuclear-explosion)

## 9.0 Appendix 1

### 9.1. Responding to an Incident - Incident Flowchart

The likely flow of events is: -



## BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

### If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the police or SLT.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact the Police via 112 and SLT immediately with information and wait for instructions.

### If a bomb threat is received by handwritten note:

- Immediately contact Executive Director/Head of school
- Handle note as minimally as possible.

### If a bomb threat is received by email:

- Immediately contact Executive Director/Head of school
- Do not delete the message.

### Signs of a suspicious package:

- |                    |                       |                      |
|--------------------|-----------------------|----------------------|
| • Misspelled words | • Foreign postage     | • No return address  |
| • Stains           | • Strange sounds      | • Poorly handwritten |
| • Incorrect titles | • Restrictive notes   | • Excessive postage  |
| • Strange odor     | • Unexpected delivery |                      |

### DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

**WHO TO CONTACT:** Executive Director 0745999090/0722273334  
 Head of School 0748028545/0729625147  
 Police 112



## BOMB THREAT CALL PROCEDURES

PLACE THIS UNDER TELEPHONE				CALLER VOICE			
<b>BE CALM, BE COURTEOUS, LISTEN, DO NOT INTERRUPT</b>							
Time call received		Time call ended		<input type="checkbox"/> Calm	<input type="checkbox"/> Angry	<input type="checkbox"/> Excited	<input type="checkbox"/> Deep breathing
				<input type="checkbox"/> Slow	<input type="checkbox"/> Rapid	<input type="checkbox"/> Soft	<input type="checkbox"/> Cracking voice
<b>QUESTIONS TO ASK</b>				<input type="checkbox"/> Loud	<input type="checkbox"/> Laughter	<input type="checkbox"/> Crying	<input type="checkbox"/> Disguised
1. When is bomb going to explode?				<input type="checkbox"/> Normal	<input type="checkbox"/> Distinct	<input type="checkbox"/> Skewed	<input type="checkbox"/> Familiar
2. Where is it right now?				<input type="checkbox"/> Nasal	<input type="checkbox"/> Stutter	<input type="checkbox"/> Lisp	<input type="checkbox"/> Accent
3. What does it look like?				<input type="checkbox"/> Raspy	<input type="checkbox"/> Deep	<input type="checkbox"/> Ragged	<input type="checkbox"/> Clearing throat
4. What kind of bomb is it?				If voice is familiar, who did it sound like?			
5. What will cause it to explode?				<b>BACKGROUND SOUNDS</b>			
6. Did you place the bomb?				<input type="checkbox"/> Street noises	<input type="checkbox"/> Long distance	<input type="checkbox"/> Static	
7. Why?				<input type="checkbox"/> PA System	<input type="checkbox"/> Crockery	<input type="checkbox"/> Booth	
8. What is your name?				<input type="checkbox"/> Motor	<input type="checkbox"/> Music	<input type="checkbox"/> Voices	
9. What is your address?				<input type="checkbox"/> Factory machinery	<input type="checkbox"/> Office machinery	<input type="checkbox"/> House noise	
10. Are you calling from a pay phone?				<input type="checkbox"/> Clear	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Local	
YES <input type="checkbox"/> NO <input type="checkbox"/>				Other			
11. Location and/or number				<b>THREAT LANGUAGE</b>			
				<input type="checkbox"/> Well spoken (educated)	<input type="checkbox"/> Foul		
				<input type="checkbox"/> Irrational	<input type="checkbox"/> Taped		
				<input type="checkbox"/> Message read by threat maker	<input type="checkbox"/> Incoherent		
				Remarks:			
Sex of caller M <input type="checkbox"/> F <input type="checkbox"/>		Number call received at:		Race of caller		Age	
Exact words of threat				Date		Name of person receiving call	
Number call received at:		Report call immediately to:		Title		Home Phone	



## After the Call

Immediately contact one of the people listed on the report form (copy attached).

Fully and promptly complete the report form, while details are fresh.

***NB: Guidance Notes should be issued to all telephonists, office staff, senior management, and others who may have to respond to a threat case.***

Immediately contact one of the following:

Name	Tel No	Alternative Tel No
Aura Bogdan	0745999090	0722273334
Kendall Peet	0748028545	0729625147
Alan Cornish	0756050926	
Mike Henderson	0752911601	

## Related Policies

Whole School Health and Safety Policy

Whole School Medical Policy

Whole School Visitor's Policy

<b>Document Control</b>	
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