



Hilton Village Hall Bomb Threat Policy

1. Purpose

To ensure the safety and security of all staff, volunteers, and visitors by providing clear procedures in the event of a bomb threat or act of violence, including immediate response, communication, and recovery protocols.

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2. Scope

This policy applies to all individuals on Hilton Village Hall premises, including employees, volunteers, trustees, hirers, and visitors.

3. Definitions

- **Bomb Threat:** A warning or alert—verbal, written, or electronic—indicating the presence or potential placement of an explosive device.
- **Act of Violence:** Any act or threat of physical aggression, including assaults, weapon possession, or behaviour likely to cause harm or intimidation.

4. Immediate Response Procedures

A. If You Receive a Bomb Threat

- **Stay calm** and attempt to keep the caller/sender engaged (if possible) and **mute the microphone to alert anybody else present to alert 999 immediately** including the Chair of the Village Hall.
- **Record details:** voice, background noise, caller ID, exact words.
- **Do not use mobile phones or radios** near suspected devices.
- **Evacuate the premises** using the fire alarm if advised by emergency services.
- **Do not re-enter** the building until cleared by police.

B. If an Act of Violence Occurs

- **Seek safety:** Evacuate if possible; otherwise, lock or barricade yourself in a secure room.
- **Hirers** are to keep an attendance log of who is present in their classes at all times. This will ensure everyone in the building can be accounted for during an evacuation and/or lockdown.
- **Contact emergency services** (999) immediately.
- Notify others discreetly if safe to do so.
- Provide first aid if safe and trained to do so.

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- Await official “all clear” from authorities before resuming activity.

5. Communication Plan

- Appoint a designated spokesperson for media and public communication from who is available at the time of the incident.
- Use emergency contact lists to inform staff, hirers, and volunteers.
- Avoid speculation—stick to verified updates.

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6. Post-Incident Support

- Provide **psychological support** and signpost to relevant counselling services.
- Conduct a **debriefing** and update this policy as needed.
- Submit an **incident report** within 24 hours.

7. Preventative Measures

- Maintain **CCTV coverage**, ensuring it is functional and monitored.
- Implement **visitor sign-in procedures**.
- Install **clearly marked emergency exits**.
- Offer **staff and volunteer training** in emergency response and conflict de-escalation.

8. Policy Review

This policy shall be reviewed **annually** or immediately following an incident, in collaboration with local law enforcement and emergency services.

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