



THIS POLICY APPLIES TO THE MAIN SCHOOL, THE EARLY YEARS
FOUNDATION STAGE AND THE PRE-PREPARATORY SCHOOL

Suspect Packages Policy

Potential hazards

1. incendiary devices
2. explosive devices
3. chemical or biological contamination
4. sharp blades / needles

What to do with a suspect package in post

1. do not open it
2. do not bend the envelope or package, or place it in water
3. do place the package on a flat surface, if possible in a sealable container or plastic bag (if it's been opened leave it)
4. do shut the windows in the room
5. do leave the room closing the door.
6. do not go back into the room.
7. do evacuate the building / immediate vicinity keeping clear of the suspect package.
8. do not touch your eyes, nose or other part of your body in case your hands are contaminated
9. do wash your hands thoroughly
10. do keep all evacuated persons available for questioning by the police, do not allow them to disperse
11. do keep all persons who have been near the package together and, as far as possible, isolated from others

What to do with a suspect package

Call the Bursar, Deputy Head or Headmaster or any member of SMT.

Or use **whatsapp group code red**

And if you think the package could be an explosive device:

1. contact the emergency services on 999
2. ensure you have an suspect package / evacuation plan in place (fire evacuation procedure)
3. raise the alarm
4. make sure all children, parents, staff and visitors are moved as far away as possible
5. go to the assembly point

TJC/RQ

Date of Policy 30/1/19

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