

BOMB THREAT PROCEDURE

Definition: an explosive device either present or alleged to be present in the school or on the premises, which may not have exploded.

In the public school setting, bomb threats are usually a hoax perpetuated as a means to disrupt the school day. However, all bomb threats are to be treated as a real danger to the safety of personnel and students.

Signals: Fire alarm will sound. Normal fire alarm procedure will be used unless special instructions regarding a change of fire procedures are announced.

Preventive Measures:

1. Closets, storage facilities, and mechanical rooms, access which are ordinarily denied to students and the general public, should be kept locked.
2. Good housekeeping must be maintained to prevent clutter in which an explosive package could be hidden.
3. All school visitors should be directed to the office. Any unauthorized person on the school grounds should be directed to leave. Failure to do so mandates the assistance of law enforcement officials.
4. Report any suspicious package or container to the school administrator(s). NEVER TOUCH OR MOVE
5. SUSPICIOUS ITEM(S).
6. Train all personnel and student office workers who may be the recipient of a bomb threat call on the procedures
7. to be followed.
8. Familiarize all personnel and students with the (Bomb Threat) Evacuation Plan and procedures to be followed.
9. Practice evacuation plans periodically.

Procedure for Switchboard:

1. Use bomb threat checklist. (Attached, also included in each school's Emergency Response Plan)
2. Ask where the bomb is located, when will the bomb go off, what materials are in the bomb, who is calling, why is caller doing this.
3. Listen closely to caller's voice and speech patterns and to noises in background. Make notes.
4. After hanging up phone, immediately dial *69 to trace call, where possible.
5. Notify Incident Commander or designee.
6. Incident Commander orders evacuation of all persons inside school building(s).
7. Incident Commander notifies police (call 911) and Superintendent. Incident Commander or Superintendent must report incident to police.

Procedure for Evacuation:

1. Incident Commander warns students and staff. Do not mention "Bomb Threat". Use standard fire drill procedures.
2. Students and staff must be evacuated to a safe distance outside of school building(s). After consulting with
3. Superintendent, Incident Commander may move students to the identified local Primary Relocation Center if weather is inclement or building is damaged.
4. Custodians report to Principal, and then secure building by shutting off gas and electricity.
5. Teachers take roll after being evacuated, reporting status with RED/GREEN CARDS.
6. No one may re-enter the building(s) until fire or police personnel declare them safe.
7. Incident Commander notifies students and staff of termination of emergency.
8. Resume normal operations.

Adopted on August 24, 2011