

## **BOMB THREATS**

- I. In the event that a phone call, or other notice, is received indicating that a bomb has been placed in a school, the following procedures will be followed by the person receiving the telephone call:
  - A. Note exact time of telephone call.
  - B. Stall the caller.
  - C. Ask caller to please repeat the message.
  - D. Listen to voice for identifying clues.
  - E. Listen for familiar background noises.
  - F. Ask for the location of the bomb.
  - G. What time will it explode?
  - H. Why it was planted?
  - I. What kind of bomb?
  - J. What type of explosive used?
  - K. What color, size and shape is it?
  
- II. All information related to the bomb threat must immediately be given to the principal or other administrator/person as the situation dictates, who will make the decision whether or not to evacuate based on the caller's voice. If a young, prankish, immature voice, the principal may choose not to evacuate. Should the voice be that of a mature individual with varying degrees of hysteria, the principal must call for immediate evacuation.
  
- III. Regardless of the decision, the building should be searched. The fire and police departments are to be immediately notified and asked to come and assist with the search. An intercom call to all teachers with a message such as, "Is Mr. Stevens in the building?" would signal them to check their classrooms or teaching stations for questionable objects. Should any be found, the principal is to be notified immediately, and a trained searcher requested to investigate the object. Other areas to be checked by the team of experts include vacant rooms, restrooms, closets, storage areas, corridors, etc.
  
- IV. Alternate Plan--If the preliminary decision is to search the building without evacuating the students, the following announcement can be made, "All staff members are asked to carry out immediately the instructions for checking the building as outlined in the special bulletin issued earlier this year."
  
- V. If there is evacuation, the procedures should be as follows:

- A. Teachers should make note of pupils absent from school, out of classes to go to restrooms, to libraries, to lockers, etc.
  - B. An effort should be made to note strange cars or people near the school.
  - C. Teachers should inform students of the bomb scare and direct them to go to their lockers for jackets or coats if there is inclement weather and to leave their lockers open. Students should be told to leave the building and not return until so informed.
  - D. The search is to be directed by fire department officials who will meet volunteer school personnel at the front entrance of the building. Volunteers are to be from the custodial and faculty staffs.
  - E. Students outside will be supervised by faculty, and permit none to return to the building until declared safe by investigating officials. Students will be expected to remain in designated areas until instructed otherwise.
  - F. The school secretary may remain in office to operate the telephone.
  - G. Depending on weather conditions and the time of day, the principal may wish to dismiss students for the remainder of the day or half day. In case of school dismissal, provisions must be made for housing and taking care of those who ride buses or have other transportation problems. Students may be allowed to wait in a separate area that has been searched and declared safe. For example, the entire student body could be sent to the gym after it had been declared safe.
- VI. If the caller's voice and manner suggests a need for immediate evacuation and the time given for the bomb to detonate is within thirty (30) minutes, the fire alarm should be sounded and students evacuated immediately without going to lockers for wraps.
- VII. School personnel should understand that items of a suspicious nature should not be touched or moved. The fire department will investigate all such items.
- VIII. During an evacuation, students will be kept under control and away from the building. Streets will be kept open for traffic, especially emergency vehicles.
- IX. The principal should notify the central office. This includes the assistant superintendent/elementary education or assistant superintendent/ secondary education or director of personnel and the superintendent.

- X. The fire department will be asked to organize and train a group of school personnel who are willing to assist in the search of the building.
- XI. As convenience allows, the district should request the telephone company to place phone traps on the lines of previously identified school buildings.
- XII. Unnecessary news publicity should be discouraged.
- XIII. The principal should enlist the cooperation of the various student groups within the building, particularly the student council, to assist in resolving the problem under consideration.

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NOTE: *For security reasons, it may be best not to make public this procedure for dealing with bomb threats. It may be best to say: "Regulations for dealing with bomb threats will be distributed to all office personnel, instructional and support staff members. These procedures will remain confidential for security purposes."*