

BOMB THREATS

Any bomb threat to the district shall be taken seriously. The Superintendent of Schools shall develop procedures to be followed in the event of a bomb threat and all appropriate personnel shall receive a copy of these regulations.

Adoption date: June 21, 1993

BOMB THREATS REGULATIONEstablished Bomb Threat Incident Plan**Person receiving call:**

1. Upon receipt of bomb threat by telephone:
 - a. Question the caller as to:
 - Where, specifically, is bomb located?
 - When, exactly, is bomb set to go off?
 - What materials are in the bomb?
 - Why is caller doing this?
 - Who is the caller?
 - b. Write down answers to the above.
 - c. Listen for identifying speech characteristics; male/female; young/old.
2. Notify police (or fire department) immediately: Follow their instructions.
3. Notify building administrator.

Building Administrator:

Emergency Evacuation Plan - Including routes of travel within the building to designated outdoor assembly areas and roll-call procedures

4. Notify staff and students to evacuate part or all of the building, as appropriate. **DO NOT MENTION "BOMB SCARE."**
 - a. Use public address system, NOT the fire alarm.
 - b. Notify Superintendent.

Building Administrator; B & G Person

5. Upon their arrival, advise police (fire department) of situation and follow their instructions.

Advise Superintendent

Police (Fire) Department

6. Termination of emergency.

Superintendent; Building Administrator

7. Use: public address system (if available), pupil transportation system.
8. Resume, curtail or cease building operation, as appropriate: Notify staff and students.

Superintendent

9. Will advise the Board of Education of the incident.

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