

BOMB THREATS

Any bomb threat to the District shall be viewed with extreme caution. The Superintendent of Schools shall promulgate regulations detailing procedures to be employed in the event a bomb threat, or emergency causing threat, is placed against a school facility. Such regulations shall be provided to all appropriate District personnel.

Regulations promulgated by the Superintendent of Schools shall not be inconsistent with the Education Law or the Regulations of the State Education Commissioner. Accordingly, school district employees who receive bomb threats must locate the Building Principal or other official in charge so as to facilitate any reactive safety measures. Additional procedures which may be required shall follow in the regulations discussed herein.

Reference: Education Law § 807
1980, Op. Atty. Gen. (Inf.) Jan 2

Revised: November 20, 2001

BOMB THREATS REGULATION

- A. The Principal shall notify the Town of Colonie Police Department at once whenever a bomb threat is received. The building will be evacuated at once.
- B. As soon as the Police have been notified, the Superintendent of Schools shall be contacted.
- C. Principals' planning should include:
 - 1. Evacuation procedures for both good and bad weather, for short time and longtime need to be out of the building, for early dismissal, and for signaling evacuation.
 - 2. Building control plans designed to minimize opportunity for placing bombs in the building.
 - 3. Plans to search the building. The Colonie Police Department makes the following recommendations regarding the search:
 - a. Start at the outside of the building to check for evidence of forced entry.
 - b. Check vegetation around the building for hidden objects.
 - c. Begin at the bottom of the building and work upward.
 - d. Check utility areas, boilers, elevators, etc., first and then check floor by floor.
 - e. Stairwells should be checked early in the search.
- D. Under no circumstances should school personnel attempt to manipulate, remove, render safe, or destroy any object which is suspected as being an explosive device. Dealing with any suspected device is the responsibility of police authorities who possess the training, experience, equipment, and jurisdiction to deal with potentially explosive devices.
- E. Plans should be laid to provide the best possible chance of identifying bomb threat callers.
 - 1. Keep the caller on the line as long as possible. Send someone to another telephone to trace the call, if possible. Ask who is calling.
 - 2. If the caller does not indicate the location of the bomb or the time of possible detonation, the person receiving the call should ask the caller to provide this information.
 - 3. Pay particular attention to any strange or peculiar background noises which might give even a remote clue to the place from which the call is being made.
 - 4. Listen closely to the voice, voice quality, accent, speech impediments. Try to judge the person's age and apparent attitude.

5. Immediately after the caller hangs up, the person receiving the call should report all information to the Principal or person acting in this capacity. If the Principal or Associate Principal is not in the building, the Superintendent's office should be notified by the person receiving the call. A copy of a worksheet for use by the recipient of a telephone call regarding the bomb is attached. It was prepared in cooperation with the Colonie Police Department. These forms should be at the work stations of those who normally receive incoming calls.

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BOMB THREATS INFORMATION SHEET

School: _____ Date: _____ Time of Call: _____

What the person says (try to record exact words): _____

When will the bomb explode? _____

Where is the bomb? _____

What does the bomb look like? _____

Why was the bomb placed where so many innocent people might be harmed? _____

What kind of explosive is involved? _____

What is your name, please? _____

Impressions: Sex: _____ Age: _____ Accent: _____

Voice: _____ loud _____ soft _____ raspy
_____ high-pitched _____ pleasant _____ deep

Speech: _____ fast _____ slow _____ distinct
_____ lisp _____ stutter _____ nasal
_____ slurred _____ distorted _____ raspy

Manner: _____ calm _____ angry _____ rational
_____ irrational _____ incoherent _____ coherent
_____ emotional _____ laughing

Language: _____ excellent _____ good _____ fair
_____ foul

Background Noises: _____

Other comments: _____

Name of Person Taking Call (please print)

Signature of Person Taking Call

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