

BOMB THREATS

Receiving Threats

Any staff member receiving a telephoned bomb threat shall try to keep the caller on the line so as to gather information about the location and timing of the bomb and the person(s) responsible. He/she should also try to determine the caller's gender and age and should take note of any distinctive features of voice or speech and any background noises such as music, traffic, machinery or other voices.

Procedures

1. Any employee who receives a bomb threat shall immediately call 911 and also report the threat to the principal or designee. If the threat is in writing, he/she shall place the message in an envelope and take note of where and by whom it was found.
2. Any student or employee seeing a suspicious package shall promptly notify the principal or designee.
3. The principal or designee shall immediately use P.A. systems to institute standard evacuation procedures if needed, as specified in the emergency plan.
4. The principal or designee shall turn off any two-way radio equipment which is located in a threatened building.
5. Law enforcement and/or fire department staff shall be alerted and shall conduct the bomb search. Steps could include police; fire inspection; use of explosive-detective dogs; bomb squad investigation; or other appropriate actions to ensure campus safety.
6. No other school staff shall search for or handle any explosive or incendiary device.
7. The principal or designee shall immediately advise the Superintendent of the bomb threat, and provide on-going status reports.
8. The Superintendent or designee shall communicate with the Board of Education as soon as possible and provide on-going status reports.

9. No staff or students shall reenter the threatened building(s) until the law enforcement and/or fire department staff advises the Superintendent or designee that reentry is safe and the Superintendent or designee declares the building/site safe for reoccupancy.
10. Any student who makes a bomb threat shall be subject to disciplinary procedures.

District Office Procedure

If the bomb threat is received by district office personnel, the superintendent and principal shall immediately be notified.

Administrative Discretion

The above procedure is designed to give some continuity and to standardize procedures for handling a telephone bomb threat. It must be realized, however, that under certain circumstances, portions of this procedure will be altered by the Superintendent or designee to fit the situation.

Adopted: October 24, 2007

(Replaces: AR 6114.7 Emergency Procedures – Telephone Bomb Threats)

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