

ORGANIZATION AND ADMINISTRATION

700.10-B BOMB THREAT

A. Generally

The building administrator/principal must evaluate the seriousness of any bomb threat and act in such a manner that reflects the best safety interests of those under his/her charge. A bomb threat must not be ignored and must be regarded as a definite danger to the lives and safety of all persons in a school facility.

B. **Bomb Threat Procedures:**

The individual taking a bomb threat call should:

1. Keep the caller on line as long as possible.
2. Write down all the information obtained from the caller in the exact words. The bomb threat record form should be used to record all information. Copies of the form should be placed near each phone.
3. Find out what time the bomb is due to go off.
4. Document on the record form, as soon as possible:
 - specific time the message is/was received
 - time and day of the week
 - estimation of sex, age, cultural background of person making call
 - any background noises, tone, or voice, etc.
 - other relevant information
5. Trace the origin of the by dialing *57 immediately upon termination of the bomb threat call. Document the number, if available, on the bomb threat record form.
6. Immediately notify the building administrator/principal of the bomb threat call.

C. Authorities To Be Involved

The building administrator/principal shall immediately notify law enforcement authorities of the bomb threat and request immediate assistance. In addition, the building administrator/principal shall immediately notify the superintendent of the bomb threat.

D. Evacuation Of Facility

The building administrator/principal will notify the staff of the bomb threat, by use of a prearranged signal, to begin evacuating the facility. **The intercom should not be utilized to announce the evacuation.** The students will be evacuated to a prearranged holding area, which is a safe distance from the school. Staff members shall be responsible for accounting for the students. Educational activities are to be continued while in the holding area. During the evacuation, nothing should be altered within the facility, lights should not be turned on or off, and lockers or desks should not be opened.

E. Facility Search

The building administrator/principal and key personnel shall consult with the law enforcement authorities to determine the search procedure.

F. Early Dismissal

Any decision to send students/staff home early shall be made only after consultation between the building administrator/principal and superintendent/designee.

G. Re-Entering Facility

Staff/students may return to the facility after the search is completed and the building administrator/principal and law enforcement officials have determined and announced that the facility is safe to re-enter.

H. Follow-up

The building administrator/principal shall provide to the law enforcement authorities the bomb threat report form and a list of any absent students on the day the threat was made. In addition, any suspicious conversation by students should be reported to the law enforcement authorities. It is advisable that no more publicity, than is absolutely necessary, be released to the news media.

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