

BOMB THREATS**A. Purpose and Scope**

The Governing Board desires to have specific procedures on safety at schools.

B. General

Bomb threats may be via telephone or written.

1. Anyone answering a telephoned bomb threat shall try to keep the caller on the line and get answers to the following questions:
 - a. Note the time
 - b. When is the bomb schedule to go off?
 - c. Where is the bomb located?
 - d. What kind of bomb is it?
 - e. Who placed the bomb?
 - f. How do you know about the bomb?
 - g. What is your name and address?

The person who receives the call should also try to determine the caller's sex, age, and distinctive features of voice or speech and should take note of background noises such as music, traffic, machinery or other voices.

Anyone who receives a written bomb threat shall place it in an envelope and take note of where and by whom it was found.

Any employee or student who receives a bomb threat shall immediately report the threat to the principal or designee.

C. Forms Used and Additional References

Bomb Threat Form

BOMB THREATS (Continued)**D. Procedures**

Upon perceiving that a danger may exist, the principal or designee shall:

1. Immediately use fire drill signals or other signals to evacuate threatened areas.
 - a. Students and staff shall follow standard fire drill procedures.
 - b. Teachers shall take roll at their assigned areas and immediate report any absences to the principal or designee.
 - c. Teachers shall remain with their classes, well away from the school buildings, until relieved.
2. Immediately turn off any two-way radio equipment which is located in a threatened building.
3. Immediately inform law enforcement authorities, the fire department, and the Superintendent or designee.

Law enforcement and/or fire department staff shall conduct the bomb search. School police officers may assist in this search. No other school staff shall search for or handle any explosive or incendiary device.

Except for school police officers, no staff or students shall reenter the threatened building(s) until the law enforcement and/or fire department staff advises the principal or designee that reentry is safe.

E. Reports Required

Within 24 hours, the principal or designee shall send the Superintendent or designee a complete report of the incident, identifying the person who received the threat and the grounds for believing the danger to be real.

F. Record Retention

None

BOMB THREATS (Continued)

G. Responsible Administrative Unit

Educational Services

Business Services

Site Principals

H. Approved by Administrator Of Division

Assistant Superintendent of Educational Services