CONNEAUT SCHOOL DISTRICT
DISTRICT ADMINISTRATION OFFICE

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—
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SUPERINTENDENT'S REGULATION

REVISED REGULATION: 805
Effective May 12, 2010

BOMB THREAT PROCEDURES

1. Use Threat Call Checklist.

2. Upon receipt of a bomb threat, the person receiving the call should make every attempt to:

   a. Prolong the conversation as much as possible.
   b. Identify background noises.
   c. Note distinguishing voice characteristics.
   d. Interrogate the caller as to description of bomb, where it is, and when it is due to explode.
   e. Determine the caller's knowledge of the facility.
   f. **Don't hang up the phone!** Use another phone to call authorities.

3. The person receiving the call should immediately alert the police, the principal (responsible administrator), and the Office of the Superintendent.

4. The principal will confirm notification of the police and fire department.

5. Keep the Superintendent's office informed.

6. The principal will decide whether to evacuate the school immediately or to await police arrival and direction.

7. Any searching of the facility will be done under police authority and direction.

8. Remember, a bomb can be almost anything, ranging from the most overt bundle of explosives and timer, to cleverly concealed, perfectly ordinary objects. A briefcase, tool boxes and pieces of pipe have been used. The search will be for something that looks "out of place".

9. If what appears to be a bomb is seen, **do not touch it!** The police department will take charge.

10. If the principal determines that the threat is possibly valid, the standard fire drill (with possible modifications) will be announced for immediate evacuation of the facility.

11. Evacuate personnel at least 300 feet from the building. During inclement weather and a possible long search, emergency bus transportation will be provided as soon as possible to another school facility.

12. Attendance is to be taken when the students are assembled away from the school.

13. After all students have been evacuated all utilities should be turned off.

14. Check absentee list for possible clues as to who might have phoned in the bomb scare.

Administration Building

1. Use Threat Call Checklist. Do not disconnect incoming call line!

2. Immediately call police department.

Police

3. Notify the school involved and the Superintendent of Schools.

Bomb Threat Report

Instructions: **LISTEN. DO NOT INTERRUPT THE CALLER**.

1. Exact wording of the threat:
   _____
   _____
   _____
   _____

2. Date _____ Time_____ Caller Identity:_____ Male _____ Female

3. Caller's Profile:

Calm	Angry	Sincere	Slow
Excited	Laughing	Crying	Normal
Soft	Stuttering	Lisping	Raspy
Loud	Slurred	Low pitch	Nasal
Disguised	Rapid	High pitch	Ragged
Clearing throat	Deep breathing	Cracking	Accent

If familiar, who did it sound like? _____

4. Caller's Language:

Well spoken	Poor spoken	Incoherent	Foul
Irrational	Message was read	Message was taped	

5. Background Sounds:

None	Aircraft	Church bells	Animals
Vehicles	Train	Voices	Board
Factory	Office Machines	PA system	Sirens
Whistles	Radio/TV	Music	Construction
Waterfall	Static	Equipment Other:	

6. Questions to ask about the bomb:

   a. When will it go off?
   b. Where is it located?
   c. What does it look like?
   d. How do you know so much about it?
   e. What kind of detonator does it have?
   f. Why are you calling in this bomb threat?

7. Reported to _____

8. Did the caller appear familiar with the building? _____

EMERGENCY EVACUATION OF SCHOOLS

All safety threats involving bombs/explosions are to be handled according to the following guidelines:

1. All bomb threats or threats of explosion shall be taken seriously. No attempt shall be made to determine whether the threat is a hoax or not. If the threat is received as a phone call, all information available about the caller (see attached sheet) should be documented and turned over to the police. Threats received via other means should be turned over to the police as well.

2. Immediately after receipt of a bomb threat at a specific school site, the school premises shall be evacuated. The building principal or designee shall notify the superintendent or designee and call 911. All individuals being evacuated and those in the immediate vicinity should leave the area and seek protection in a designated building or area. (Refer to specific building fire drill guidelines.)

3. Where the bomb threat is nonspecific as to location or just Conneaut School District, all school sites will be evacuated until searched. The administrator or designee in charge of the site receiving the bomb threat shall call the Superintendent or designee and 911. The Superintendent will notify all other principals and police.

4. If the building is to be evacuated because of a bomb or threat of explosion, the following announcement should be made: **"All students and all staff, your attention please. It is necessary to clear the building for a short period of time. Please follow the evacuation plan and walk quickly to the exit. Thank you."** The same message shall be repeated every 2 minutes for 3 times. **Do not use the fire alarm**. When this announcement is made, all individuals should know they shall be walking to another designated building or location until the building in question is cleared or school dismissal occurs.

5. The principal or designee shall quickly search the building to insure that all occupants have been evacuated and await the police in a designated area. Teachers shall take attendance and account for all assigned students once clear of the building.

6. Based on the advice of the police, the Superintendent shall decide whether or not to dismiss school.

7. If school is dismissed, the emergency bus plan shall be activated. All students shall be bussed to the closest bus stop nearest their home.

8. No school employee shall attempt to disarm, dispose, or touch a bomb or other suspicious object which might be a bomb. This includes devices or suspicious objects found as a result of a bomb threat or otherwise incidentally discovered on school premises.

9. No school employee or student shall conduct a bomb search. Only building principals and trained maintenance personnel may help the police or other trained personnel conduct a bomb search.

10. The Superintendent shall implement a program which annually reviews this policy and procedures with all school staff, which holds an annual practice drill at each site, which trains school staff to handle bomb threats, and which suggests changes in this policy to the Board.