

BOMB THREATS

In the event of a bomb threat to a school building, the following procedures will be followed:

1. Attempt to delay the caller to obtain and write down as much information as possible in completion of "Bomb Threat" data, particularly:
 - A. location of bomb
 - B. time of possible detonation and time of call
 - C. identification of caller
 - D. write information down
2. Notify principal of building immediately.
3. Building principal will notify the Superintendent.
4. Principal or his designee will turn off clock and bell system. (Vibrations could detonate bomb.)
5. If evacuation is deemed necessary:
 - A. fire drill will be announced over P.A. System
 - B. no announcement of reason to be given
 - C. students remain at assembly point until authorized to return
6. Building inspected for possible bomb.
7. If a device is detected, DO NOT TOUCH. Call police and give information.
8. Police personnel, when they arrive, will take command of the entire situation. The principal maintains the responsibility for students and other personnel. It will be his responsibility to pass on orders from the police.

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