

Bomb Threat

(Bomb Threat Report on Next Page)

In the event of a Bomb Threat to the school or facility:

❑ Staff Actions:

The person receiving the call should make every attempt to:

- Prolong the conversation as much as possible
- Identify background noises & voice characteristics
- Engage the caller to give description of bomb, where it is, and when it is due to explode
- Determine the caller's knowledge of the facility
- AVOID HANGING UP THE PHONE (Use another phone to call authorities)
- Complete the Bomb Threat - School Report (next page)
- Alert the principal or person in charge (without hanging up)

❑ Principal, Team:

- Call 911 and District Support Team
- Using standard procedures the Incident Commander needs to make a decision on whether to evacuate the building or to stay inside. **NOTE:** If a evacuation response is initiated, modify evacuation routes if necessary based on possible location of bomb
- If what appears to be a bomb is found: DO NOT TOUCH IT; the police department will take charge
- Turn off cell phones and DO NOT transmit with radios
- Leave the immediate environment as it is
- Avoid altering any electrical items or systems (DO NOT turn on or off lights, DO NOT change thermostat, etc.)
- Avoid opening and closing doors
- Evacuate personnel at least 300 feet from the building; during inclement weather and a possible prolonged search, move students to an Alternate Building Location
- Check absentee list for possible clues to who might have phoned in the bomb scare
- Follow standard student accounting and reporting procedures
- After an "all clear" is given return to class

❑ Additional steps for our school/facility (if any):

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- _____
- _____
- _____