

Instruction

Bomb Threats

In the event of a bomb threat, the building Principal or his or her designee has the authority and responsibility to contact the Fire and Police Departments.

According to Connecticut General Statutes 7-313e and 10-220, the decision to totally or partially evacuate the building or relocate students or staff is within the responsibility and authority of either the Fire Chief or the building Principal or designee.

If the Fire Chief or the building Principal or designee decides to evacuate the building, it is the responsibility of the building Principal to conduct such evacuation.

The New London Board of Education authorizes the Superintendent of Schools or designee to make any decisions concerning the dismissal of students and staff or to take any other appropriate action necessary as an immediate result of a bomb threat.

Legal Reference: Connecticut General Statutes

 7-313e – Authority of fire officer during emergency

 10-220 Duties of Boards of education

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I. Telephone Threat

If a call is received advising that a bomb has been placed in a school building, the receiver of the call must immediately notify the Principal or his or her designee.

The Principal of the building or designee should notify the following, in this order:

- A. The Fire Department
- B. The Police Department, and
- C. The Superintendent of Schools

The following steps should be taken, in addition to or in concert with, specific instructions recommended by fire and police officials:

- A. The person receiving the call should note background noises, such as traffic or music.
- B. The receiver of the call should ask the caller:
 - 1. When the bomb will explode,
 - 2. Where the bomb is located (confirm school),
 - 3. How large the bomb is, and
 - 4. Why the bomb was placed.
- C. The receiver of the call should note a description of the callers' voice.

II. Written Threat

If a written bomb threat is received, the following procedures should be followed:

- A. The Principal or designee should be notified immediately.
- B. The Principal or designee should immediately notify the Fire Department, the Police Department, and the Superintendent of Schools, and
- C. The envelope and message should be handled with care so as not to smear fingerprints.

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III. Suspicious Objects

If a suspicious object is found, the following procedures should be followed:

- A. The suspicious object should be reported immediately to the Principal or designee.
- B. The Principal or designee should notify immediately the Fire Department, the Police Department, and the Superintendent of Schools.
- C. The Principal or designee immediately should seek specific recommendations from the police and fire department officials.

IV. Building Sweep

In consultation with the Police, the Principal of the building or designee may agree to conduct a building sweep to identify suspicious objects. If so, the Principal or designee shall cause a walk-through sweep of various areas of the building looking for anything which may be out of place or which may not belong where it is. This sweep is conducted by building personnel who are familiar with the areas they are sweeping. These building sweepers will report to the Principal or designee.

V. Evacuation Procedures

Each building Principal is responsible for establishing evacuation procedures for his or her building. These procedures must be in writing and must be posted in each school building. A copy of the procedures must be filed in the office of the Superintendent of Schools.

The Principal of the building or designee shall discuss the status and authenticity of the bomb threat with the Police. Based on the known information, the Principal or designee shall determine whether to evacuate the building.

If the building sweepers discover a suspicious package or article, the Principal or designee must order the evacuation of the building in a calm and firm manner with building occupants directed to leave open as many doors and windows as practical. In addition, the State Police Emergency Services Division (566-4025 or 1-800-842-0200) shall be contacted, advised of the threat with suspicious package or item found, and requested to respond to the scene.

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V. Evacuation Procedures (continued)

If the building has been evacuated, a security perimeter shall be established, and any further entry into the building prohibited.

During evacuation of a building, portable radios or cellular telephone use in or directly near that building is prohibited.

VI. Re-entry

The Principal or his or her designee shall determine re-entry to the building except if a bomb is found, in which case the Police Chief shall make that determination.

Reference: City of New London Emergency Operations Plan and Annexes dated 9/17/01

BOMB THREAT REPORT FORM

INSTRUCTIONS: *If a recording device has been put in place and a threat is received by telephone, start the recorder immediately. Don't hang up the phone. If the caller hangs up, leave the phone off the hook. Be calm. Listen; do not interrupt the caller, notify colleagues of your activity by prearranged signal while the caller is on the line; ask to have the message repeated.*

Date call received _____ Time _____
Exact words of person placing call _____

If the threat is received via E-mail, tell another employee to alert Central Office immediately as you record information and correspond with the sender using the questions below. **ASK** the following questions:

What time is the bomb set to explode? _____ How many devices are involved? _____

Where is each located? _____ Floor _____ Area _____

What does the bomb look like? _____

Is it disguised? _____ Concealed/Hidden _____ In the open? _____

What kind of bomb is it? _____ What will cause it to explode? _____

Why was it placed? _____ How did it get into school? _____

Who placed the bomb? _____

Are you a current student ___ Yes ___ No Are you a former student? ___ Yes ___ No

Where are you calling from? _____ What is your name? _____

VOICE CHARACTERISTICS:

___ Male ___ Female
___ Adult ___ Juvenile – Age ___
___ Intoxicated ___ Accent
___ Disguised ___ Nasal
___ Angry ___ Broken
___ Slow ___ Sincere
___ Normal ___ Speech Problem
___ Loud ___ Calm

BACKGROUND NOISE

___ Rapid ___ Music ___ Television
___ Giggling ___ Children ___ Restaurant
___ Deep ___ Airplane ___ Office
___ Crying ___ Traffic ___ Train
___ Squeaky ___ Conversation
___ Excited ___ Machinery
___ Stressed ___ Shopping Mall
___ Other, specify _____

NOTIFY THE FOLLOWING:

_____ State Police _____ Fire Department
_____ Local Police _____ Building Principal/Administration
_____ Superintendent _____ Other, specify _____

Additional Information: _____

Signature of Person Receiving Call: _____ Date: _____