

**Regulation 8210R.3**

**Instruction**

**BOMB THREAT GUIDELINES**

**Overview**

The safety of all persons is the priority. Steps to be taken in preparation for and in response to bomb threats are described in State Education Department and State Police guidelines, in Commissioner's Regulations, in the District's *Emergency Management Plan* and *Quick Reference Guide*, and in these regulations. District and building level administrators are responsible for knowing all pertinent procedures, for communicating and coordinating roles and responses with one another and with outside agencies (police, fire, etc.), and for preparing staff and students to respond quickly and safely to emergencies. In addition, with the safety of individuals as the overarching concern, administrators are authorized and expected to apply situational judgments to the unique situational variables that any emergency may pose.

**Preparation**

Building and district level administrators, along with officials from the police and other outside agencies, will review respective emergency roles and assure clarity of understanding.

Staff members likely to receive calls of bomb threats will be trained regarding what their responsibilities are and how to carry them out.

A Response Form for recording information and identifying features from a telephoned bomb threat will be kept handy by staff members who may receive such calls.

Building administrators will instruct students and staff in proper procedures for responding to a bomb threat or bomb incident.

District administrators and the Public Information Officer will establish a plan and procedures for media notification and early dismissal. The Public Information Officer will assure that communication channels are continually ready to operate efficiently.

Fire emergency drills and procedures will apply to bomb situations where it is determined that the building will be evacuated.

**Actual Bomb Threat/Emergency**

1. The person receiving a bomb threat call will:
  - a. Follow procedures for eliciting information/identifying features from the caller
  - b. Alert others (if possible) who should listen in on the phone
  - c. Alert building administration
2. Building administration will:
  - a. Alert police (911)
  - b. Alert the Superintendent, the Assistant Superintendent for Business, and the Executive Director of Operations.

3. Building and district administrators, along with the police, will assess the information received and determine how to respond in a manner most likely to be the most safe. Depending on their assessment, responses may include:
  - a. Evacuation of the building after searching exit routes and evacuation areas
  - b. Sheltering students in an area which has been "sanitized and cleared"
  - c. Preclearance of the building and maintenance of security to ensure no suspicious objects have been brought into the building by students, visitors or staff
4. After a bomb search has been concluded by or with law enforcement officials, school administrators are responsible for deciding whether or not to re-enter a building. Unlike fire chiefs during a fire, police officials have no legal authority to declare a building safe for reoccupancy. They will not be able to state conclusively that there is no bomb, but only that the search did not reveal any.

Based upon information received from the building search, one of three decisions may be considered by school administrators:

- a. Reoccupy the building and resume activities
- b. Relocate the building occupants to another facility (for sheltering)
- c. Activate the plan for early dismissal

**Follow-up**

1. A bomb threat, whether real or false, is a criminal act. Administrators will collaborate with police in any bomb-threat investigation or prosecution.
2. The Superintendent or his designee will be responsible for completing and submitting the *New York State Bomb Threat Report* to the State Education Department.
3. District and building administrators will review the results of a bomb threat or bomb emergency to learn how better to respond to future incidents.

Established: 1999  
Reviewed: 12-16-15  
Revised: 09-21-2020