BOMB THREATS REGULATION

Established Bomb Threat Incident Plan

Person receiving call:

1. Upon receipt of bomb threat by telephone:
   a. Question the caller as to:
      - Where, specifically, is bomb located?
      - When, exactly, is bomb set to go off?
      - What materials are in the bomb?
      - Why is caller doing this?
      - Who is the caller?
   b. Write down answers to the above.
   c. Listen for identifying speech characteristics; male/female; young/old.

2. Notify police (or fire department) immediately: Follow their instructions.


Building Administrator:

   Emergency Evacuation Plan - Including routes of travel within the building to designated outdoor assembly areas and roll-call procedures

4. Notify staff and students to evacuate part or all of the building, as appropriate. DO NOT MENTION "BOMB SCARE."
   a. Use public address system, NOT the fire alarm.
   b. Notify Superintendent.

Building Administrator; B & G Person

5. Upon their arrival, advise police (fire department) of situation and follow their instructions.

   Advise Superintendent

Police (Fire) Department

6. Termination of emergency.
Superintendent; Building Administrator

7. Use: public address system (if available), pupil transportation system.

8. Resume, curtail or cease building operation, as appropriate: Notify staff and students.

Superintendent

9. Prepare a written report of the incident and submit to the Board of Education.

Adoption date: February 19, 1991
Reviewed: October 29, 2019