

Business and Noninstructional Operations

BOMB THREATS

AR 3516.2

To maintain a safe and secure environment for district students and staff, the Superintendent or designee shall ensure that the district's emergency and disaster preparedness plan and/or each school's comprehensive safety plan includes procedures for managing bomb threats. Additionally, the Superintendent or designee shall regularly review current guidance regarding cybersecurity and digital media awareness and incorporate recommended practices into the district's processes and procedures related to the protection of the district's infrastructure, and the monitoring and response to suspicious and/or threatening digital media content.

Receiving Threats

Any staff member receiving a bomb threat by telephone shall try to keep the caller on the line for as long as possible in order to gather information about the location and timing of the bomb and the person(s) responsible. To the extent possible, the staff member should also take note of the caller's gender, age, any distinctive features of voice or speech, and any background noises such as music, traffic, machinery, or voices. The staff member should not hang up, even if the caller does, and copy the number and/or letters on the telephone's display, if available.

If the bomb threat is received through regular mail or in writing, the staff member who receives it should handle the letter, note, or package as minimally as possible. If the threat is received through electronic means, such as email, text messaging, or social media, the staff member should not delete the message.

Response Procedure

The following procedure shall be followed when a bomb threat is received:

1. Any employee or other school official who receives a bomb threat shall immediately call 911 and report the threat or perceived threat to law enforcement. The employee shall also report the threat to the Superintendent or designee.

If the threat is in writing, the employee shall rewrite the threat exactly as is on another sheet of paper, including the date, time and location the document was found, any conditions surrounding the discovery or delivery of the document, and the full names of any other employees who

Business and Noninstructional Operations

BOMB THREATS

AR 3516.2

saw the threat. The employee shall secure the document and not alter it in any way. If the document is small and/or removable, the employee shall place it in a bag or envelope.

If the threat is electronic, the employee shall leave the message open, and print, photograph, or copy the message and subject line, and note the date and time of the message.

2. Any student or employee who sees a suspicious package should not touch, tamper with, or move the item, and shall immediately notify law enforcement and the Superintendent or designee.
3. The Superintendent or designee shall immediately contact law enforcement if not yet done, assess the situation, ensure the area is secured, and initiate standard evacuation procedures as specified in the emergency plan.
4. The Superintendent or designee shall turn off any two-way radio equipment which is located in a threatened building.

Law enforcement and/or fire department staff shall conduct the bomb search. No school staff, students, parents/guardians, or others on campus shall search for or handle any explosive or incendiary device.

No one shall reenter the threatened building(s) until the Superintendent or designee declares that reentry is safe based on law enforcement and/or fire department clearance.

To the extent possible, the Superintendent or designee shall maintain communications with staff, parents/guardians, the Governing Board, other governmental agencies, and the media during the period of the incident.

Following the incident, the Superintendent or designee shall provide crisis counseling for students and/or staff as needed.

Any employee or student found to have made a bomb threat shall be subject to disciplinary procedures and/or criminal prosecution.

Business and Noninstructional Operations

BOMB THREATS

AR 3516.2

Staff Training

The Superintendent or designee shall provide training regarding the assessment and reporting of potential threats and procedures for managing bomb threats to district and site administrators, safety personnel, teachers, and other staff members, as appropriate.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

Ed. Code 44810

Ed. Code 48900

Ed. Code 49390-49395

Ed. Code 51202

Pen. Code 148.1

Pen. Code 17

Pen. Code 245

Federal

6 USC 665k

Description

Willful interference with classroom conduct

Grounds for suspension or expulsion

Homicide threats

Instruction in personal and public health and safety

False report of explosive or facsimile bomb

Felony, misdemeanor, classification of offenses

Assault with deadly weapon

Description

Federal Clearinghouse on School Safety Evidence-Based Practices

Description

Bomb Threat Guidance

Bomb Threat Checklist

Management Resources

*U.S. Dept. of Homeland Security
Publication*

*U.S. Dept. of Homeland Security
Publication*

Website

Website

Website

Website

Website

[California State Threat Assessment System](#)

[CSBA District and County Office of Education Legal Services](#)

[California Department of Education, Safe Schools](#)

[U.S. Department of Homeland Security](#)

[CSBA](#)

Cross References

Policy

0450

0450

1112

1313

3515

3515

3515.3

Description

[Comprehensive Safety Plan](#)

[Comprehensive Safety Plan](#)

[Media Relations](#)

[Civility](#)

[Campus Security](#)

[Campus Security](#)

[District Police/Security Department](#)

Business and Noninstructional Operations

BOMB THREATS

AR 3516.2

3515.3	<u>District Police/Security Department</u>
3515.31	<u>School Resource Officers</u>
3516	<u>Emergencies And Disaster Preparedness Plan</u>
3516	<u>Emergencies And Disaster Preparedness Plan</u>
3516.1	<u>Fire Drills and Fires</u>
3516.5	<u>Emergency Schedules</u>
4040	<u>Employee Use Of Technology</u>
4040-E(1)	<u>Employee Use Of Technology</u>
4118	<u>Dismissal/Suspension/Disciplinary Action</u>
4118	<u>Dismissal/Suspension/Disciplinary Action</u>
4131	<u>Staff Development</u>
4218	<u>Dismissal/Suspension/Disciplinary Action</u>
4218	<u>Dismissal/Suspension/Disciplinary Action</u>
4231	<u>Staff Development</u>
4331	<u>Staff Development</u>
5131	<u>Conduct</u>
5131.7	<u>Weapons And Dangerous Instruments</u>
5131.7	<u>Weapons And Dangerous Instruments</u>
5144.1	<u>Suspension And Expulsion/Due Process</u>
5144.1	<u>Suspension And Expulsion/Due Process</u>
6164.2	<u>Guidance/ Counseling Services</u>

Regulation

Approved: 4/2013; 6/2024

PASADENA UNIFIED SCHOOL DISTRICT

Pasadena, California