

4.13 -- BOMB THREATS

In order to minimize the disruptive feature of bomb threats and recognizing that we are responsible for the safety of students, it shall be the policy of this school district for principals to follow the procedures outlined below:

1. Treat all threats or calls as bonafide.
2. Notify the fire department immediately.
 - a. Request that the fire department notify the police.
 - b. When bomb threat or scare is received, the person in the office taking the call should be instructed to ask two questions of the caller: (1) Where is the bomb located? and (2) When will it go off?
 - c. If at a later time, school personnel discover who made the call, the police should be notified so they may investigate.
3. Empty the building of students and school personnel.
 - a. The regular fire drill alarm is probably the best method for this.
 - b. Teachers and other adult school personnel will be asked to check their rooms and general areas.
 - c. Principals should organize teachers by teams, section or floor to go back in the building for inspection on rotating basis. Arrangements should be made so that some teachers or office personnel can be outside with students at all times.
 - d. No students should be allowed back in the building until "all clear" signal is given.
 - e. The principal, or someone designated by the principal should give signal to return to building and then only after receiving clearance from both fire and police officials.
 - f. The office should be established as a command post where information concerning the search is received and disseminated. This point should also serve as a clearing station for representatives of the school, police, and fire department to make final determination as to when students and teachers may return to building.

Approved by Board of Education 8/14/88