

BOMB THREAT

POLICY

Receipt of a bomb threat, by any means, will be handled on an individual basis depending on the circumstances involved. Building(s) will be evacuated if there is reason to believe that an actual threat exists to the safety of the occupants.

PROCEDURE

- I. Upon receipt of a bomb threat (letter, video or audio tape or telephone call) the principal or designee shall be informed immediately and follow the Crisis Management Plan.
- II. Telephone threat - the person receiving the telephone threat is to use the telephone threat checklist regardless of the length of the call or the amount of information given by the caller.
- III. The principal or designee shall initiate the bomb threat plan:
 - A. Call 9-1-1 and report threatening phone call.
 - B. Contact superintendent's office, report bomb threat incident and follow through.
 - C. Evacuation if warranted. Follow evacuation procedures.
 - D. Pass information / instructions to teachers.
 - E. Initiate search plan - extended search if warranted.
 - F. Take security measures for personnel and property.
 - G. Principal or designee remains in the office to coordinate search response.
 - H. Wait for "All Clear" from Police.
 - I. File incident report.
- IV. Refer all media contacts to the superintendent's office.
- V. School will not be dismissed unless there is reason to believe that danger to people or property is imminent.

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