

**BOMB THREATS REGULATION**Established Bomb Threat Incident Plan

1. Person receiving call
  - a. Upon receipt of bomb threat by telephone:
    1. Question the caller as to:  
Where, specifically, is bomb located?  
What does the bomb look like?  
When, exactly, is bomb set to go off?  
What materials are in the bomb?  
Why is caller doing this?  
Who is the caller?
    2. Write down answers to the above.
    3. Listen for identifying speech characteristics; male/female; young/old.
  - b. Notify the police (or fire department) immediately: Follow their instructions.
  - c. Notify the building administrator.
2. Building Administrator
  - a. Develop an Emergency Evacuation Plan: Include routes of travel within the building to designated outdoor assembly areas and roll-call procedures
  - b. Notify the staff and students to evacuate part or all of the building, as appropriate.  
**DO NOT MENTION "BOMB SCARE."**
    1. Use the public address system, NOT the fire alarm.
    2. Notify the Superintendent of Schools.
3. Building Administrator; Buildings and Grounds Person
  - a. Upon the arrival of the police/fire department, advise them of the situation and follow their instructions.
  - b. Advise the Superintendent.
4. Police/Fire Department: Terminate the emergency.
5. Superintendent; Administrator
  - a. Use the public address system (if available) and the student transportation system.

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

6. Superintendent: Prepare a written report of the incident and submit to the Board of Education.

Adoption date: February 12, 2008