

From Butler Area School District *Safety and Security Plan*

I . BOMB/BOMB THREATS

Any device containing combustible material and a fuse.

A . Immediate Response

1. Should a bomb threat exist, the principal is to be notified immediately. The superintendent and/or assistant superintendent must be notified.
2. It is most probable that the building will be evacuated. The evacuation will be determined by the ranking school administrator and the proper law enforcement agency.
3. All students, faculty, administration and support personnel are to evacuate the building using the fire alarm system, or if appropriate, by directions over the public address system.
4. All persons are to use the standard fire drill exit procedure and go to the assigned standing area as per directions - and then proceed as far from the building as safety dictates.
5. While awaiting the emergency agencies, account for all students and staff.
 - a) Staff members must take grade books out of the building and take attendance.
 - b) The principal will check the attendance of every teacher
 - c) Emergency data forms, for both students and staff, must be taken out of the building by a principal or his/her designee for all evacuations
 - d) Everyone is to remain outside until the re-entry is approved by the appropriate emergency and/or school official
 - e) If re-entry is not possible, the administration building will make transportation arrangements.
6. The teacher's responsibility includes:
 - a) Make sure students are aware of exit routes and "safe areas"
 - b) Leave lights on
 - c) Leave all room doors closed but unlocked
 - d) Do not touch anything suspicious -- notify the office
 - e) Take attendance at the "safe area." Account for any missing students-- report unaccounted students to the director or fire marshal immediately
 - f) Report any possible relevant student rumors to the office

7. Student's responsibility includes:

- a) Evacuate the building as directed as quickly as possible
- b) Report to the safe area and remain there until released by your instructor
- c) Identify any missing students
- d) Contact your instructor if you have any information related to the bomb threat

B. Required Reporting Procedure

PROCEDURE FOR REPORTING BOMB THREATS OR OTHER THREATENING CALLS:

1. DO NOT HANG UP THE TELEPHONE! Place the receiver on the desk next to your telephone; or if the caller does not hang up stay on the phone with the caller and notify another employee to call the operator.
2. Proceed to another telephone and notify the Switchboard Operator that you've received a threatening telephone call.
3. Notify the Operator of the extension number on which you received this call. If you receive the threatening call on a private, 7 digit telephone line, be sure to tell the operator, and specify your private, 7-digit telephone number and the time that the call was received.
4. If it is safe to remain in the building and if the call was received via a 3-digit extension, return to your desk and monitor your telephone, DON'T HANG UP! The telephone company will be in the process of tracing the call. If the caller has already hung up the line, the telephone company may come on the line and ask you to respond to verify that the proper line is being traced. If the call is received on a private, 7-digit telephone line, you do not need to monitor the line.

PROCEDURE FOR SWITCHBOARD OPERATOR TO NOTIFY THE TELEPHONE COMPANY OF BOMB THREATS OR OTHER THREATENING CALLS:

...(not included)

C. Prevention Strategies

1. Require that all chemical storage areas be locked and that a careful inventory be maintained.
2. Keep the buildings as secure as possible and limit access to them.
3. Staff members who answer telephones are to be inserviced on how to handle threats.