

## II. Bomb Threat Only

**Definition:** A bomb threat is correspondence or a call that leads a receiver of that information to believe that there is an explosive device in the facility.

*Note: All information received must be recorded on Bomb Threat Instruction Card*

Establish Facts of Situation	Establish Level of the Incident	Plan of Action/Actions to be Taken				Policy Reference
		First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days	
<ul style="list-style-type: none"> <li>Keep person talking</li> <li>Follow Bomb Threat Instruction Card directions</li> <li>Ask questions; location, time bomb will go off, description of device, why it has been placed, name and location of caller, etc.</li> <li>Determine age, sex and race of caller</li> <li>Notify principal and explain</li> <li>Conduct visual search of school with 2 persons familiar with building</li> </ul>	LEVEL 1: Threat only	<ul style="list-style-type: none"> <li>Believe the messenger</li> <li>If imminent danger exists (package identified) dial 911 and notify school detectives immediately</li> <li>Inform immediate supervisor and/or executive director</li> <li>Principal uses his/her discretion in evacuation process</li> <li>Activate and brief Safe School Team, if necessary, on initial call</li> </ul>	<ul style="list-style-type: none"> <li>Based on facts, decide if school should be evacuated immediately, thus guaranteeing safety of students and staff, or kept in regular session</li> <li>Activate and brief Safe School Team. Use all available resources if needed</li> <li>Brief all personnel on initial call</li> <li>Determine plan for day</li> <li>If determined that this is a Level II incident, (suspicious package found) follow Level II instructions</li> </ul>	<ul style="list-style-type: none"> <li>Declare all clear and follow normal operating procedure when appropriate</li> <li>Principal, police and appropriate central level staffs hold joint press conference; if needed, give specific details</li> <li>Give superintendent update</li> <li>Principal meets with Safe School Team for update and evaluate</li> <li>Hold staff meeting giving details and answering questions</li> <li>Summon counselors, social workers or other needed staff</li> <li>Meet with parents, if needed</li> </ul>	<ul style="list-style-type: none"> <li>Early morning meeting with Safe School Team to update and revise plans if needed</li> <li>Meet with parents if needed to update them on incident</li> <li>Summon counselors or others as needed</li> </ul>	In accordance with school policies, make appropriate judgment after evaluating all risks

**NOTE: DO NOT USE TWO-WAY RADIOS OR CELLULAR PHONES. IT IS CRITICAL THAT YOU REMAIN CALM THROUGHOUT THIS INCIDENT.**

*Remember:*

- Principal or his/her designee is in charge.
- It is better to be safe than sorry.
- Maintain control of the facility at all times, unless an actual device is located or explosion occurs.
- If a device is found, law enforcement will assume control of site. If an explosion occurs, the Fire Department will assume the lead role.

### IV. Bomb Threat with Suspicious Package Found

**Definition:** A bomb threat is correspondence or a call that leads a receiver of that information to believe that there is an explosive device in the facility, and as a result of visual search, a suspicious package is found.

*Note: All information received must be recorded on Bomb Threat Instruction Card*

Establish Facts of Situation	Establish Level of the Incident	Plan of Action/Actions to be Taken				Policy Reference
		First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days	
<ul style="list-style-type: none"> <li>• Believe the messenger</li> <li>• Keep person talking</li> <li>• Ask questions: location, time bomb will go off, description of device, why it has been placed, name and location of caller, etc.</li> <li>• Determine age, sex and race of caller</li> <li>• Notify law enforcement agency</li> <li>• Conduct visual search of school with 2 persons familiar with building</li> </ul>	<p>LEVEL II: Threat and Suspicious Package Found</p>	<ul style="list-style-type: none"> <li>• Believe the messenger</li> <li>• Dial 911 immediately. Notify School Detectives immediately</li> <li>• Inform central office staff immediately</li> <li>• Activate Safe School Team and give all information received</li> <li>• Evacuate building, relocating staff and students more than 300 yards (use your Emergency Preparedness Plan evacuation procedures)</li> <li>• Teachers take roll books</li> <li>• Teachers check and report missing students</li> <li>• Have a staff person stand outside to direct emergency vehicles</li> <li>• Provide emergency personnel a description and location of the package</li> <li>• Secure area and prevent persons from entering the building</li> <li>• Allow law enforcement to take control of the site</li> </ul>	<ul style="list-style-type: none"> <li>• Activate and brief Safe School Team.</li> <li>• Use all available resources if needed</li> <li>• Brief all personnel on initial call</li> <li>• Determine plan for day</li> </ul>	<ul style="list-style-type: none"> <li>• Declare all clear and follow normal operating procedure when appropriate</li> <li>• Principal, police and appropriate central level staffs hold joint press conference; if needed, give specific details</li> <li>• Give superintendent update</li> <li>• Principal meets with Safe School Team for update and evaluate</li> <li>• Hold staff meeting giving details and answering questions</li> <li>• Summon counselors, social workers or other needed staff</li> <li>• Meet with parents, if needed</li> </ul>	<ul style="list-style-type: none"> <li>• Early morning meeting with Safe School Team to update and revise plans if needed</li> <li>• Meet with parents if needed to update them on incident</li> <li>• Summon counselors or others as needed</li> </ul>	<p>In accordance with school policies, make appropriate judgment after evaluating all risks</p>

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- It is better to be safe than sorry.
- Maintain control of the facility at all times, unless an actual device is located or explosion occurs.
- If a device is found, law enforcement will assume control of site. If an explosion occurs, the Fire Department will assume the lead role.

### V. Actual Bomb Explosion

**Definition:** An actual bomb explosion is the explosion of a device fused to detonate or explode with sudden violence under specified conditions.

Establish Facts of Situation	Establish Level of the Incident	Plan of Action/Actions to be Taken				Policy Reference
		<i>First 10 Minutes</i>	<i>Next 50 Minutes</i>	<i>Remainder of the Day</i>	<i>Subsequent Days</i>	
<ul style="list-style-type: none"> <li>If a call comes in, keep person talking - follow Bomb Threat Instruction Card</li> </ul>	<p>LEVEL III: Actual Bomb Explosion</p>	<ul style="list-style-type: none"> <li>Call 911 for police and fire emergency service, not school detectives</li> <li>Activate Safe School Team</li> <li>Notify central office staff immediately</li> <li>Evacuate building, relocating staff and students in pre-designated area</li> <li>Attempt to keep students calm and in one location</li> <li>Have designated staff member to meet emergency vehicles</li> <li>Provide emergency personnel (police and fire) with all information upon arrival</li> <li>Direct medical personnel to injured persons and provide names and ages</li> <li>Teachers take roll books with them</li> <li>Teachers conduct a roll call of students and report any missing students</li> <li>Beware there might be other blasts</li> <li>Allow Fire Department/Bomb Squad to take control of the site</li> </ul>	<ul style="list-style-type: none"> <li>Activate and brief Safe School Team</li> <li>Use all available resources</li> <li>Brief all personnel</li> <li>Determine plan for day</li> <li>Notify parents of injured students, if necessary</li> <li>Notify transportation for possible emergency relocation</li> </ul>	<ul style="list-style-type: none"> <li>Declare all clear and follow normal operating procedure when appropriate</li> <li>Principal, police and appropriate central level staffs hold joint press conference; if needed, give specific details; stage media in pre-designated area</li> <li>Give superintendent update</li> <li>Principal meets with Safe School Team for update and evaluate</li> <li>Hold staff meeting giving details and answering questions</li> <li>Summon counselors, social workers or other needed staff</li> <li>Meet with parents, if needed</li> </ul>	<ul style="list-style-type: none"> <li>Early morning meeting with Safe School Team to update and revise plans if needed</li> <li>Meet with parents if needed to update them on incident</li> <li>Summon counselors or others as needed</li> </ul>	<p>In accordance with school policies, make appropriate judgment after evaluating all risks</p>

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