

## **BOMB/EXPLOSIVE/TELEPHONE THREATS**

(Priority 2)

### **STEPS OF ACTION:**

#### **TEACHERS/STAFF:**

**KEEP** the caller on the line and fill out the **Threat Report Form.\***

**DO NOT HANG UP PHONE – KEEP LINE OPEN.**

**NOTIFY** Office.

IF SCHOOL IS BEING **EVACUATED:**

**TAKE** attendance/attendance book and red/green cards.

**FOLLOW** evacuation route/procedure.

#### **OFFICE:**

**NOTIFY 911.**

**ACTIVATE BERT.**

**GATHER** information and determine need for evacuation.

**EVACUATE** building to at least **300** feet away.

#### **ROLES FOR INSPECTION:**

**LOOK** for unusual or suspicious noises, devices or disturbances while evacuating. **Do not linger to look.**

**Teachers:** Rooms they are occupying.

**Cafeteria Personnel:** Cafeteria, kitchen storage rooms, receiving room, dining room.

**P.E. Teachers:** All gym storage room areas, locker rooms, stage/platform areas, upper gym balcony.

**Custodial – Maintenance:** Boiler rooms, rest rooms, storage rooms.

SHUT OFF UTILITIES.

**Police:** Conduct sweep of school with bomb dogs if deemed necessary.

**Office Personnel:** Office area.

**Media/Technology Persons:** Library, media and computer lab area including head-end room.

After each area is inspected, report to the office. (Office personnel should also evacuate to another designated location to report to.)

In the event a suspicious object is found, make note of the area. Post a sign to warn away and evacuate immediately. Report to authorities. Nothing should be touched or altered. Maintenance should shut off all electricity, gas/fuel lines.

**DO NOT USE: RADIO/WALKIE TALKIE/CELL PHONES/BEEPERS -  
Transmissions can set off bomb.**

\*See Threat Report Form on next page.