

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.