

B. Fiscal, Business and Facility Administration

Bomb Threat

In the event of a Bomb Threat to the school or facility:

***Turn off cell phones and DO NOT transmit with radios**

Staff Actions:

The person receiving the call should make every attempt to:

- Prolong the conversation as much as possible
- Identify background noises and voice characteristics
- Engage the caller to give description of bomb, where it is, and when it is due to explode
- Determine the caller’s knowledge of the facility
- AVOID HANGING UP THE PHONE** (Use another phone to call authorities)
- Complete the Bomb Threat-School Report
- The person receiving the call will immediately alert the principal or person in charge (without hanging up)

Principal, Team:

- Call Superintendent or the appropriate Associate/Assistant Superintendent
- Call 911
- Using standard procedures, evacuate the school immediately;
NOTE: modify evacuation routes if necessary based on the possible location of bomb
- If what appears to be a bomb is found: DO NOT TOUCH IT - the police department will take charge
- Turn off cell phones and DO NOT transmit with radios
- Leave the immediate environment as is
- Avoid altering any electrical items or systems (DO NOT turn on or off lights. DO NOT change thermostat, etc.)
- Avoid opening and closing doors
- Evacuate personnel at least 300 feet from the building. During inclement weather and a possible prolonged search, move students to an alternate building location
- Check absentee list for possible clues to who might have phoned in the bomb scare
- Follow standard student accounting and reporting procedures
- After an “all clear” by emergency personnel, return to class

Additional steps for our school/facility (if any):

- _____
- _____
- _____
- _____

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BOMB THREAT-SCHOOL REPORT

(Completed by person receiving the call)

Date _____ Time of Call _____

Bomb Threat was received on telephone number _____

Exact language/wording used by the caller _____

Record the following information as provided:

What time is it set for? _____ Where is it? _____

What does it look like? _____

Why are you doing this? _____

What is your name? _____

Gender: Male Female Describe _____

Age: Adult Child Describe/estimate age _____

Speech: Normal Excited Describe _____

Speech: Slow Fast Describe _____

Did the caller have an accent? Describe _____

Did you recognize the caller's voice? Describe _____

Background noises: music traffic machine voices/talking
 airplanes typing children TV/radio
 other

Other Notes: _____

Person receiving call:

Name _____ Home Phone _____

Address _____

Notification:

School Principal _____ Time _____

Police _____ Time _____

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BOMB THREAT ADMINISTRATOR OR DESIGNEE CHECKLIST

Check-off Responsibilities

- _____ 1. Initiate bomb threat procedures; DO NOT use the school bell system
 - A. Evacuate the building by activating the FIRE DRILL procedures, or
 - B. Use the intercom to direct personnel and students to assemble at the predestined area outside the building or danger zone.
 - C. If information received allow sufficient time, allow students/personnel to obtain coats, etc. during inclement weather.

- _____ 2. Notify the Superintendent's office if there is a need to relocate personnel/students to another facility/school or to enact an emergency dismissal of school.

- _____ 3. Request that the Superintendent's office notify the media if relocation or emergency dismissal is needed. Any decision concerning the dismissal of school pupils and subsequent action after procedures have been followed is the prerogative of the Superintendent or a designee.

- _____ 4. Facilitate a search of the facility with the assistance of law enforcement, fire, and/or emergency personnel.

- _____ 5. Communicate an all-clear signal to the personnel/students should the facility be deemed safe by emergency services personnel.

- _____ 6. Resume regular school program.

- _____ 7. Communicate the cessation of the bomb threat emergency to the Superintendent's office.

- _____ 8. Begin an internal investigation of the incident if appropriate as well as an evaluation of the incident procedures and reactions.

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BOMB THREAT TEACHER/AID/SUBSTITUTE CHECKLIST

Check-off Responsibilities

- _____ 1. When the alert is received, proceed with the predetermined FIRE DRILL procedures, or react to the directions via the school intercom.
- _____ 2. As a class, evacuate the building according to FIRE DRILL procedures, or as a class, evacuate the students from the building to a designated safe area.
Designated area: _____

 As a class, evacuate the students from the building and facilitate their relocation to the announced evacuation site.
Evacuation site: _____
- _____ 3. While in the process of evacuation, visually inspect the classroom and evacuation route for any suspicious objects. Report any findings to school, law enforcement, fire and/or emergency services officials.
- _____ 4. As soon as the class is assembled, check the roll and report any missing students to school officials.
- _____ 5. Supervise students throughout the bomb threat incident.
- _____ 6. Assist with the relocation of students to a “safe” area, evacuation site, or with the emergency dismissal procedure.
- _____ 7. If the incident is brought to a conclusion, return the students to the classroom, again check the roll and report missing students to school administrators, and resume the regular school schedule/program.

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**DISCIPLINARY ACTION
FOR BOMB THREAT OR EXPLOSIVE DEVICE CALLS**

1. Due process procedures will be followed with a student /students who are in a bomb threat or explosive device call.
2. A Disciplinary Referral Form will be completed by the proper administrator or staff member who is involved in the illegal action.
3. Students found guilty of making bomb threat or explosive device calls will be immediately suspended from school.
4. The student may be expelled from school for a period of time not to exceed one school year. This expulsion would be recommended by the principal and superintendent and approved by the Raleigh County Board of Education.
5. The pupil and his parent or parents, or custodial guardian would have the right to a hearing before expulsion of the student would take place.
6. Proper authorities will be notified such as Sheriff's Department, City Police, State Police, or other agencies that can investigate and proceed with the proper legal action against the guilty party or parties.

APPROVED: February 8, 2005

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POLICY: B.4.3