

BOMB THREAT

“Evacuate the Building”

DATE / /

Receipt of an oral or written threat of a bomb, or discovery of a suspicious device or note.

BOMB THREAT BY PHONE

√	TIME	Phone call receiver	NAME OF CONTACT	CONTACT NO.
		Record exactly what the caller says using the police bomb threat call card		
		If bomb threat card is not available ask the caller: Time bomb set to detonate? _____ Where it's located? _____ Is it visible or hidden? _____ What it looks like? _____ Type of bomb? _____ Why placed in school or on grounds? _____ How it got in school? _____		
		Note caller accent, age, sex, noise, mental state, etc.		
		Write down perpetrator's <i>Caller ID</i> number		
		Activate *57 Call Tracing (note time of call)		
		Notify the principal or designee as soon as possible		
√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Avoid putting fingerprints on written note		
		Preserve for police if written on door, wall, etc.		
		Notify the principal or designee as soon as possible		
√	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Contact police and fire department using regular phone numbers so as not to trigger scanners		
		Contact superintendent		
		Quickly convene the school crisis team. Use the information gathered to decide how the school should respond		
		Decide whether or not to evacuate the building. If you evacuate establish the relocation area for the students and staff members. Determine transportation needs. Follow procedures and communicate to staff and students.		
		In advance of relocation have pre-assigned staff check for suspicious devices at relocation site if time allows.		
		Make arrangement for providing food for students and staff if they remain at relocation site through lunch		
√	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Set up Incident Command Post at pre-designated site where school leaders can stage with emergency providers		
		Ensure accountability of all students and staff		
		Activate pre-trained bomb search team(s) to conduct the building sweep according to administrative procedures after consultation with police		
		If suspicious device is found, don't touch it. Notify the appropriate police agency		
		Keep an informal time and procedure log of crisis response		

BOMB THREAT (CONTINUED)

		Work with counseling coordinator to initiate grief-counseling plan determined by need and severity of the situation		
		Debrief with school crisis team and public safety committee		
		Complete incident report and file in the principal's office		
√	TIME	TEACHERS AND STAFF	NAME OF CONTACT	CONTACT NO.
		While evacuating the building, scan work area for any suspicious items that could be an explosive device		
		Take attendance in evacuation area and immediately report missing students to the backup team leader		
		Report suspicious objects to principal once evacuation procedures are complete		
		Do not touch or attempt to move any suspicious device		
√	TIME	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
		Plan to assist students who are affected by the incident and also deal with anxious parents or friends		
		Initiate grief-counseling plan as determined by need and severity of the situation		
√	TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
		Evacuate students in nurse's office and give to a teacher		
		Grab first aid kit and report to Incident Command Post		
		Be prepared to treat injuries that may arise		
√	TIME	CUSTODIAN/MAINTENANCE STAFF	NAME OF CONTACT	CONTACT NO.
		Turn off school utilities, weather permitting, and secure designated area for suspicious device		
		Wear identifying vests and work with law enforcement to keep incoming and outgoing travel lanes clear for emergency vehicles, and prevent unauthorized people from entering school grounds		
		Do not touch or attempt to move a suspicious device		
		Report findings to principal or designee as soon as possible		
√	TIME	COMMUNICATION COORDINATOR	NAME OF CONTACT	CONTACT NO.
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		When communicating with the media, always coordinate with Law Enforcement and the Superintendent		