

**BOMB THREATS REGULATION**

Established Bomb Threat Incident Plan

1. Person receiving call

a. Upon receipt of bomb threat by telephone:

1. Question the caller as to:

Where, specifically, is bomb located?

What does the bomb look like?

When, exactly, is bomb set to go off?

What materials are in the bomb?

Why is caller doing this?

Who is the caller?

2. Write down answers to the above.

3. Listen for identifying speech characteristics; male/female; young/old.

b. Notify the police (or fire department) immediately: Follow their instructions.

c. Notify the building administrator.

2. Building Administrator

a. Develop an Emergency Evacuation Plan: Include routes of travel within the building to designated outdoor assembly areas and roll-call procedures

b. Notify the staff and students to evacuate part or all of the building, as appropriate.

**DO NOT MENTION "BOMB SCARE."**

1. Use the public address system, NOT the fire alarm.

2. Notify the Superintendent of Schools.

3. Building Administrator: Buildings and & Grounds Person

a. Upon the arrival of the police/fire department, advise them of the situation and follow their instructions.

b. Advise the Superintendent.

4. Police/Fire Department: Terminate the emergency.

5. Superintendent: Administrator

a. Use the public address system (if available) and the student transportation system.

b. Resume, curtail or cease building operation, as appropriate: Notify the staff and students.

6. Superintendent: Prepare a written report of the incident and submit to the Board of Education.

**BOMB THREATS EXHIBIT**

Time of Call \_\_\_\_\_ a.m./p.m. Date \_\_\_\_\_

Person Receiving Call \_\_\_\_\_

Superintendent Alerted \_\_\_\_\_

Other Personnel Alerted \_\_\_\_\_

MESSAGE AS RECEIVED: \_\_\_\_\_

\_\_\_\_\_

(use back of form if necessary)

**QUESTIONS PERSON RECEIVING CALL MUST ASK:**

WHERE, specifically, is bomb located? \_\_\_\_\_

WHAT does the bomb look like? \_\_\_\_\_

WHEN, exactly, is bomb set to go off? \_\_\_\_\_

WHAT materials are in the bomb? \_\_\_\_\_

WHY is caller doing this? \_\_\_\_\_

WHO is the caller? \_\_\_\_\_

WILL THE CALLER REPEAT THE MESSAGE? (Check against initial message, as above)

If the caller hangs up, place call on "HOLD."

Identify the following characteristics of the call, to the extent applicable:

Any identifiable noises in background? \_\_\_\_\_ traffic \_\_\_\_\_ music \_\_\_\_\_ voices

Other \_\_\_\_\_

Did the caller sound \_\_\_\_\_ calm? \_\_\_\_\_ angry? \_\_\_\_\_ loud? \_\_\_\_\_ quiet?

Did the caller's voice sound \_\_\_\_\_ male? \_\_\_\_\_ female? \_\_\_\_\_ young? \_\_\_\_\_ old?

Any identifiable accent? \_\_\_\_\_ Any mispronounced words? \_\_\_\_\_

**IMPORTANT PHONE NUMBERS:**

SUPERINTENDENT: \_\_\_\_\_

POLICE: \_\_\_\_\_ CUSTODIAN: \_\_\_\_\_

OTHERS: \_\_\_\_\_