

INSTRUCTION

Emergency Plans for Bomb Threats

The School Board recognizes that it is a custodian of the next generation, your nation's most valuable resource. Consequently, this imposes the responsibility to provide procedures to minimize the effects of disaster. It is the responsibility of the district to develop a school plan that will provide as much protection as possible for children while at school, and still minimize the disruption to the operation of the school.

INSTRUCTION

Procedures for Emergency Evacuation of D.C. Everest Area Schools in Case of a Bomb Threat

I. Communication:

A. Telephone call-school/school personnel

1. If the call is made to the school, the secretary is to notify the building principal immediately. The secretary should get as much information from the caller as she/he can and signal the principal if she/he is in the office. This will allow the principal to enter into the conversation with the caller. The secretary will complete the "Bomb Threat Form" (Exhibit A) as soon as the call has been completed.
2. The principal will call 911 to notify appropriate personnel of the bomb threat.

B. Telephone call-police

1. In the event the police department receives the telephone call concerning the bomb threat, they are responsible for contacting the school principal immediately. The principal must contact the Sheriff's Department.

II. Responsibility of Building Principal

- A. The main responsibility is to assess the situation and consider the safety of the students.
- B. The principal, in consultation with the Superintendent of Schools, or his/her designee, will determine the plan to be followed. In case of inclement weather, the bus company will be contacted immediately and asked to bring the buses to the school.
- C. If evacuation to another school is contemplated, the building principal of that school will be contacted to arrange for emergency accommodations.

III. Evacuation

A. Public Address Announcement

A prepared announcement should be given to the entire student body containing the following information:

1. The students should be informed that the school has received the threat of a bomb in the building. Students should remain quiet - no talking.
2. Teachers should be directed to search their room carefully. They should be told not to handle any unfamiliar objects, and to immediately report their finding of such objects to the office. They should immediately send students from the room into the hallway if an object is found.
3. Teachers will be directed to hold the students in their classrooms until notified over the P.A. system to evacuate the building.
4. Weather will be a factor determining whether the students go to their lockers. All instructions will come from the office. Teachers are to keep their students quiet in the room.
 - a. Cold and inclement weather
 - (1) Students should be directed to go to their lockers.
 - (2) They should be told to leave their lockers open.
 - (3) They are to get their coats, but should not touch anything in their lockers.
 - (4) The bus company will have the buses mobilized at the school as soon as possible.

b. Fair and warm weather

- (1) The students will exit using the same routes as they normally do for a fire drill. Students are not to go to their lockers.

5. Cars are not to leave the parking lot.

6. The fire and police officers will assist in evacuating students and staff from the building.

B. Teachers

The majority of teachers will leave the building with the students as instructed by the principal. Volunteer personnel are to remain in the building to assist the administration in a search of designated areas of the building.

C. Custodians

Custodians will obtain the master keys for all doors in the building and all student lockers and work under the direction of the principal and search team.

D. Other Personnel

Other personnel will also leave the building, including cooks, secretaries, health aides, and paraprofessionals. The only exception will be the secretary to the building principal.

IV. Search of the Building

A. The building search will be conducted under the direction of the principal.

1. The principal will assign school personnel to guard all entrances to the building to insure that nobody enters during the search.
2. A search team will be appointed to search specific areas of the building
3. The head custodian will be responsible for checking the boiler room and directing his/her staff during the search.
4. After each area of the building has been searched, a representative of the search team should notify the building principal.

B. Actual Bomb

In the event a bomb is located, 911 will be called immediately.

V. Completion of the Search

The building principal, after consulting with the Superintendent of Schools and police officials, will decide when students and staff may return to the building.

DELETE

Report Form for a Bomb Threat

Time: _____ Date: _____

Questions to ask when a bomb threat is called in:

When is bomb going to explode?

Where is it right now?

What does it look like?

What will cause it to explode?

What kind of bomb is it?

Did you place the bomb?

Why did you put it in the building?

What is your address?

What is your name?

Exact wording of threat:

Sex of caller: _____ Age: _____

Length of call: _____

Caller's Voice:

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Laughter |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Whispered | |

Dialect _____

If voice is familiar, whom did it sound like?

Sounds in Background:

- | | |
|---------------------------------|---|
| <input type="checkbox"/> Street | <input type="checkbox"/> Animal Noises |
| <input type="checkbox"/> Static | <input type="checkbox"/> PA System |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Music |
| <input type="checkbox"/> Motor | <input type="checkbox"/> House Noises |
| <input type="checkbox"/> Local | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Booth | <input type="checkbox"/> Long Distance |

Threat Language:

- | | |
|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Well Spoken | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Taped | |

Message read by threat maker

Remarks:

All secretaries/receptionists should have this form available at all times.