

## **AR 3516.2 Bomb Threats**

Any staff member receiving a telephoned bomb threat shall try to keep the caller on the line so as to gather information about the location and timing of the bomb and the person(s) responsible. He/She should also try to determine the caller's gender and age and should take note of any distinctive features of voice or speech and any background noises such as music, traffic, machinery or other voices.

The following procedure shall be followed in the event a bomb threat is received by any school in the district:

1. Packages: Any student or employee seeing a suspicious package shall promptly notify the principal or designee.
2. Receipt of Bomb Threat: Any employee who is advised of a bomb threat shall immediately report the threat to the site administrator or designee. Employees receiving calls should not hang up the receiver, as the call may be traceable by the police later.
3. Questions to be asked: Whenever possible, the school principal or person receiving the phone call should question the caller and attempt to determine: (a) location of bomb, (b) appearance of bomb package, (c) time set for detonation, (d) description of the explosive material, (e) names and addresses of persons responsible, (f) name and address of caller, (g) other pertinent information.
4. Verification: The site administrator will interview the person reporting or receiving the bomb threat and determine whether the threat necessitates the evacuation of any school building(s).
5. Evacuation of Building(s): Upon determination of the site administrator that an actual threat exists, he/she will immediately implement the standard evacuation procedures and notify the Superintendent. When the evacuation drill is initiated, the use of 2-way radios should cease immediately.
6. Notification of Public Safety Agency/Agencies: Police departments shall be notified of the bomb threat (call 911) as soon as the evacuation procedure has been initiated.
7. Search for the Bomb: Law enforcement personnel shall conduct the search, and shall have the authority to move staff and students farther from the building and to take whatever additional safety precautions they deem needed. Administrative and custodial staff shall assist with the initial search upon the request of law enforcement personnel.
8. Use of School Personnel: After the initial search has been completed and prior to students returning to buildings, school employees shall assist law enforcement personnel in the search of their classrooms/work stations. No school personnel shall be involved in handling any explosive or incendiary device.
9. Re-entering the Building(s): No school personnel or student shall re-enter the threatened building(s) until the law enforcement agency person in charge advises the site administrator that it is safe to do so. The site administrator shall allow re-entry only after he/she is satisfied that the buildings are safe.
10. Report and Follow-up: After making an oral report, as soon as possible after the incident, the site administrator shall prepare and deliver to the Superintendent a complete report of the incident within twenty-four (24) hours.

## **AR 3516.2 Bomb Threats (continued)**

It is expected that the site administrator will make every reasonable effort to identify the person making the threat, and if successful, to advise the law enforcement agency for possible prosecution.

If the person making the threat is a student of the district, suspension shall be automatic.

**Board Approved:**

April 15, 2004

Effective Date: July 1, 2004