

EMERGENCY PLANS/SAFETY DRILLS (*Bomb Threats*)

Bomb Threat -- A bomb threat is a threat alleging that an explosive device is located on school properties. This threat may be made by telephone, in writing, by e-mail, by fax, or by first party verbal conversation with a school official or student. The only allegation necessary is that a bomb is on school premises.

Most bomb threats are made by phone and tend to be very brief. The message is stated in a few words and then the caller hangs up. Every effort should be made to obtain detailed information from the caller, such as:

- When is the bomb going to explode?
- What kind of bomb is it?
- What does the bomb look like?
- Where is the bomb located?
- Why did you place it, or who placed it, and why?

This information should be logged, if possible, on a district form (see *EBC-AF*).

Procedure

1. The following notifications should be made:
 - Building principal or designated school official in charge of threatened area.
 - Local law enforcement/fire (911 if available in the area) and other emergency teams.
 - The superintendent.
 - The telephone company (if any arrangements have been made to follow through on a trace of phone calls).
2. The senior law enforcement officer present and the building principal or designated school official will determine what procedures to follow. They may order the building evacuated by means of a fire drill. Should the students appear to be in imminent danger, the building principal or official designee may order evacuation of the building or grounds immediately after receiving the notice of a bomb threat.
3. A search of the building or premises should be conducted under the direction of the senior officers present from either protective departments. Law enforcement officers, firefighters and designated school officials should assist in the search.
4. All persons who have been instructed to check the building will make a prompt visual search of their respective areas and report to the principal or emergency personnel any bags, boxes, items or containers that are out of place or are unusual or foreign to

the normal operation of the school. Any item under suspicion should **NOT** be handled.

5. The building will be under the law enforcement or fire department's jurisdiction if a bomb is discovered.
6. The principal will make the decision for the students and other personnel to re-enter the building. If possible, the principal should seek the advice of law enforcement/fire departments when declaring the building safe to re-enter.
7. Investigation of the incident should be made by the local law enforcement officials and assisted by the state fire marshal's office if requested.

Should the bomb threats become numerous and hinder instructional time, any decision concerning the dismissal of school and subsequent make-up time shall be made by the superintendent with Board approval.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Implemented: January 16, 2008

Revised:

Boonville R-I School District, Boonville, Missouri

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