

Valley School Bomb Threat

Purpose

The purpose of this procedure is to guide Valley School staff and students in responding to any bomb threat directed at the school building(s) and inhabitants. All bomb threats will be taken seriously and treated as a potential danger to human life.

Scope

This procedure applies to all Valley School staff, students, parents and visitors.

Procedure

1. THREAT BY TELEPHONE

- 1.1. It is most likely that a threat of a bomb or other explosive will be received by telephone. Most bomb threat calls are very brief. If a student is answering the phone, the student should get an adult on the line as soon as possible.
- 1.2. The person answering the call should try to keep the caller on the line as long as possible in order to obtain information that will help the police or fire department such as:
 - (a) Time of the call.
 - (b) Where the bomb is located.
 - (c) What time it is supposed to explode.
 - (d) Why the bomb has been placed in the school.
 - (e) What kind of bomb it is.
 - (f) Approximate age of caller: boy, girl, man, or woman.
 - (g) Voice characteristics of the caller.
 - (h) Background noises: music, traffic, etc.
 - (i) The information displayed on telephone's Caller I.D.
- 1.3. Immediately after contact with the caller, the person receiving the bomb threat will verbally notify the building administrator or Superintendent of the bomb threat.

2. WRITTEN THREAT

Threats received by letter, note or graffiti should be preserved for investigation by the police for possible fingerprints. Once a threatening letter or note has been found and opened, it should not be handled or touched.

3. SUSPICIOUS ITEM OR BOMB FOUND

Do not touch or disturb the item or device. Avoid moving any article(s) which in any way may be connected with the suspicious device or bomb to act as a triggering mechanism. Bombs may be set off by turning on a light or lifting a telephone receiver.

4. STAFF PROCEDURES

4.1. Superintendent/Chief Operations Officer/Designee

- 4.1.1. Call the police or fire department (911). Refer to the situation as a "threatening" call or letter. Try not to mention a bomb in order to avoid premature media coverage.
- 4.1.2. Make the decision to evacuate the building(s).
- 4.1.3. Make contact with the principal concerning the decision to evacuate "on campus" or "off campus."
- 4.1.4. Determine if gas, electricity and fuel lines should be turned off.
- 4.1.5. Help secure the building(s).
- 4.1.6. Handle the media when they arrive.
- 4.1.7. Wait for an "All Clear" message from the police or fire department before allowing students into the building.

4.2. Principal or Designee

- 4.2.1. Notify Superintendent of a bomb threat in the building.
- 4.2.2. Help make the decision to evacuate the building(s) "on campus" or "off campus."
- 4.2.3. Make announcement of evacuation using PA system. Do not use radios, cell phones, or bell system. (Bombs may be detonated by radio or electronics.)
- 4.2.4. Secure and lock all entrances and exits to prevent re-entry during search of building(s).
- 4.2.5. Keep students, staff and onlookers clear of all buildings. A bomb may be planted against an outside wall. Such a blast will be directed in large part away from the building.

4.3. Office Staff

- 4.3.1. If receiving a bomb threat by phone:
 - (a) Disable the bell system.
 - (b) Keep the caller on the line as long as possible.
 - (c) Get as much information as possible. (Use Bomb Threat Information Form 3432F1.)
- 4.3.2. Notify Superintendent and/or the principal.
- 4.3.3. Evacuate, following emergency procedures, and take:

- (a) Registration books and phone lists.
- (b) Locker assignments. Keys to all areas.
- (c) Portable radios and cell phones.
- (d) Personal keys.

4.4. Teachers and Support Staff

- 4.4.1. Take red Emergency Plan binder, grade and attendance book.
- 4.4.2. Line students up to exit the room and building.
- 4.4.3. Leave lights on and door closed but not locked.
- 4.4.4. Take safest (closest) fire evacuation route.
- 4.4.5. Last one out of the room shall shut the door but not lock it.
- 4.4.6. Make a mental note of any suspicious items that may be in the hall.
- 4.4.7. Assemble at pre-determined site.
- 4.4.8. Stay with students and keep them calm.
- 4.4.9. Take attendance and report any missing students to designated personnel (Red Card/Green Card Signal).
- 4.4.10. Be prepared to evacuate students by bus (refer to Bus Evacuation map).

Supporting Documentation

3432F2-Bomb Threat Information Form

Document History

Action:	Date:
New	February 20, 2013
Revised	
Revised	
Revised	