Bomb Threat

CODE: “Teachers, turn in your BLUE folders at this time.”

Teachers receiving/discovering a bomb threat
- Report it immediately to the principal or assistant principal office.
- Preserve threats received by letter/note or written on school property. Do not handle a note once it has been found or opened.
- Keep students away from and do not disturb areas where a written threat has been discovered.

If you receive a Bomb Threat by telephone
- Use telephone checklist (kept at workstation) and obtain as much information as possible from and about the caller.
- Listen carefully. DO NOT INTERRUPT.
- Try to take down the entire message.
- Try to keep the caller talking.

By e-mail, or other form of communication
- Preserve evidence.
- Make a hard copy immediately.

Teachers supervising students during a bomb threat
- Do not pull open drawers, cabinets, turn lights on or off, pull a fire alarm, or speak into a walkie talkie as such action may trigger a bomb.
- Take a brief visual inventory of the room and notify the administration immediately of anything unusual.
- Do not handle any unusual object.
- Keep all students in the classroom. Do NOT allow restroom passes, etc.
- Inform students that there is a situation on campus and that they are not in immediate danger.
- Instruct students to stay calm, quiet, and cooperative.
- Wait for further instructions.
- If instructed to evacuate, follow the fire evacuation plan to exit the building and proceed to the perimeter of the campus.

Teachers on duty/campus patrol
- Remove students from hallways and restrooms. Move students to nearest supervised area and hold them until instructed to release them. Do not allow them to return to class or go to the office.

BOMB THREAT
BOMB THREAT TELEPHONE CHECKLIST

QUESTIONS TO ASK:
☐ When is the bomb going to explode?
☐ Where is it right now?
☐ What does it look like?
☐ What kind of bomb is it?
☐ What will cause it to explode?
☐ Did you place the bomb?
☐ Why?
☐ What is your address?
☐ What is your name?

Sex of caller: ☐ Male ☐ Female  Race:  Approximate Age: ___________

<table>
<thead>
<tr>
<th>CALLER'S VOICE</th>
<th>Calm</th>
<th>Crying</th>
<th>Raspy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angry</td>
<td>Normal</td>
<td>Deep</td>
<td></td>
</tr>
<tr>
<td>Excited</td>
<td>Distinct</td>
<td>Ragged</td>
<td></td>
</tr>
<tr>
<td>Slow</td>
<td>Slurred</td>
<td>Clearing Throat</td>
<td></td>
</tr>
<tr>
<td>Rapid</td>
<td>Whispered</td>
<td>Deep Breathing</td>
<td></td>
</tr>
<tr>
<td>Soft</td>
<td>Nasal</td>
<td>Cracking Voice</td>
<td></td>
</tr>
<tr>
<td>Loud</td>
<td>Slutter</td>
<td>Disguised</td>
<td></td>
</tr>
<tr>
<td>Laughter</td>
<td>Lisp</td>
<td>Accent</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Familiar</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BACKGROUND SOUNDS</th>
<th>Street</th>
<th>Motor</th>
<th>Animal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voices</td>
<td>Office</td>
<td>Long Distance</td>
<td></td>
</tr>
<tr>
<td>PA System</td>
<td>Factory</td>
<td>Mail</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THREAT LANGUAGE</th>
<th>Educated</th>
<th>Irrational</th>
<th>Taped</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foul</td>
<td>Incoherent</td>
<td>Being Read</td>
<td></td>
</tr>
</tbody>
</table>

Exact wording of threat: ____________________________________________________________

REPORT INFORMATION IMMEDIATELY TO PRINCIPAL OR DESIGNEE