

## **Instruction**

### **Emergencies and Disaster Preparedness**

#### **Bomb Threats**

In the event a telephone message is received during school hours indicating placement of a bomb in a school, the following procedures should be observed:

1. The Building Principal will immediately notify Superintendent, Police Department, and Fire Department.
2. If the Principal believes an immediate threat exists, the building shall be evacuated without delay.
3. In cases where no immediate threat is determined, the Principal will confer with the police to determine if probable cause exists to evacuate the building. If probable cause is found, the building will be evacuated immediately. In cases where the police find no probable cause, the building will not be evacuated.
4. Normal fire drill procedures will be used to evacuate the building.
5. Office secretaries and switchboard personnel shall be given instructions for handling telephone calls.
6. Students shall return to the building upon direction from the Building Principal after his/her consultation with the police.
7. The Building Principal shall provide police an absentee and late list for the day.

## BOMB THREAT CHECKLIST FORM

### LOG CALL

- (a) Date reported: \_\_\_\_\_
- (b) Time reported: \_\_\_\_\_
- (c) How reported: \_\_\_\_\_
- (d) Exact words of caller:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ASK QUESTIONS

- (e) When is the bomb going to explode? \_\_\_\_\_
- (f) Where is the bomb right now? \_\_\_\_\_
- (g) What kind of bomb is it? \_\_\_\_\_
- (h) What does it look like? \_\_\_\_\_
- (i) Where are you calling from? \_\_\_\_\_

### IDENTIFY CHARACTERISTICS

- (j) Description of caller's voice: \_\_\_\_\_  
Male            Female            Young            Middle Age            Old    Accent
- (k) Tone of voice: \_\_\_\_\_  
Intoxicated            Speech Problem            Hostile
- (l) Background noise: \_\_\_\_\_
- (m) Time caller hung up: \_\_\_\_\_
- (n) Remarks \_\_\_\_\_

### RECIPIENT

- (o) Name of recipient: \_\_\_\_\_
- (p) Address of recipient: \_\_\_\_\_
- (q) Phone number of recipient \_\_\_\_\_

**BOMB THREAT CHECKLIST FORM**

**ADDITIONAL INFORMATION**

A. Did caller indicate knowledge of facility? If so, how? In what way?

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B. What line did call come in on? \_\_\_\_\_

C. Is number listed?     Yes         No        Private number?        Whose?

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