

Business and Non-Instructional Operations

BOMB THREATS

Receiving 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.

Staff members who customarily receive telephone calls or handle packages shall receive training related to bomb threats.

Procedures

Bomb Threat Guidelines

1. Response to Bomb Threats:
 - a. Any staff member receiving a bomb threat by telephone or other means will:
 - 1) Try to ascertain as much information as possible from the caller or source. Verbatim responses to the following questions are especially desired: (Use Bomb Threat Log Sheet).

When is the bomb to explode?
Where is the bomb right now?
What kind of bomb is it?
What does the bomb look like?
What will cause the bomb to explode?
Why was the bomb placed?
 - 2) The person who receives the bomb threat will be asked to describe the caller's voice, (sex, age, and tone) and whether it was familiar or not. Note all background sounds.
 - 3) Let the source do all the talking except for asking the above questions.
 - 4) Notify the Principal or Assistant Principal.
 - b. Anyone discovering a suspicious package, box, or storage device must exercise caution.

BOMB THREATS (continued)

- 1) DO NOT ATTEMPT TO TOUCH OR REMOVE THE STRANGE OBJECT.
- 2) Secure area, if object or device is found. Note: Alternative evacuation routes should be developed in school's plan.
- 3) Notify the Principal or Assistant Principal
- 4) Ask pupils and staff if any suspicious persons have been observed in the area.

c. Principal:

Before device is found:

- 1) Determines the validity of call (makes a judgment on what is known)
- 2) If call is determined to be valid, evacuates the building by sounding warning bells and/or making PA announcements.
- 3) Notifies Assistant Superintendent of Student Services and Safety or Associate Superintendent of Student Leadership and Support and consults upon his/her arrival. Note: Assistant Superintendent of Student Services and Safety or Associate Superintendent of Student Leadership and Support will notify the Superintendent, the appropriate Assistant or Associate Superintendent(s), the Director of Communications and School Resource Officer(s).
- 4) Directs search of school or specific area. Names of people identified or search team must be in school's plan.
- 5) Develops procedures to account for pupils not in classroom at time of evacuation signal.
- 6) Give "all clear" order.
- 7) Provides "all clear" order.

After device is found:

- 1) Call 911.
- 2) Evacuates building or area.
- 3) Notifies Assistant Superintendent of Student Services and Safety or Associate Superintendent of Student Leadership and Support and consults upon his/her arrival. Note: Assistant Superintendent of Student Services and Safety or Associate Superintendent of Student Leadership and Support will notify the Superintendent, the appropriate Assistant or Associate Superintendent(s), the Director of Communications and School Resource Officer(s).

BOMB THREATS (continued)

- 4) Identifies agency in charge upon their arrival – police, sheriff, fire.
- 5) Follow the Emergency Management Plan as documented in the Comprehensive School Safety Plan.

d. Teachers:

- 1) Remain with pupils.
- 2) Count pupils before leaving classroom and upon arrival at evacuation site.
- 3) Close door on way out of room.
- 4) Scan area as you leave for objects out of place.

2. EVACUATION OF THE BUILDING:

When the principal has made the decision to evacuate the building, the fire bell will be sounded. The teachers will be told of the bomb threat after they are in the fire drill area. The pupils, under the control of their teacher, will be walked to the farthest edge of the school grounds. The pupils will stay in that area under the supervision of school personnel. Staff needs to keep word of bomb threat confidential.

3. DETONATION:

In the event of a detonation without prior threat or evacuation, or during the evacuation, the situation should be handled as any other disaster or emergency. The Police Department or Sheriff's Department (Dial 911) should be notified immediately and fire and rescue procedures should be initiated.

4. DEALING WITH THE MEDIA:

- a) The Director of Communications will provide information to the press.
- b) No other staff will make statements to the press prior to conferring with the Superintendent.
- c) The principal will identify a specific area for the press to remain until the "all clear" is sounded.
- d) If members of the media want to interview pupils, they will be asked to wait until after the "all clear" is sounded, if deemed appropriate by the Director of Communications after conferring with the Superintendent.

BOMB THREATS (continued)

When a device has been located, no staff or students shall re-enter the threatened building(s) until the law enforcement and/or fire department staff advises the principal or designee that re-entry is safe.

Any student who makes a bomb threat shall be subject to disciplinary procedures.

(cf. 3516 – Emergency and Disaster Preparedness Plan)

(cf. 3516.1 – Fire Drills and Fires)

(cf. 5144.1 – Suspension and Expulsion/Due Process)

Legal Reference:

EDUCATION CODE

44810 Willful interference with classroom conduct

48900 Grounds for suspension or expulsion

51202 Instruction in personal and public health and safety

PENAL CODE

17 Felony, misdemeanor, classification of offenses

148.1 False report of explosive or facsimile bomb

245 Assault with deadly weapon or force likely to produce great bodily injury; punishment

594 Vandalism; penalty