Bomb Threat

Critical Information
ALL bomb threats must be taken seriously until they are assessed. Schools are primarily responsible for assessing the threat. The decision to evacuate rests with the school, not emergency responders, UNLESS a device is located.

Upon receiving a bomb threat:

Staff
- Notify building administration
- Preserve evidence for law enforcement
  - If written threat, place note in paper envelope to preserve fingerprints
  - If the threat is written on a wall, photograph
  - If phoned threat, document all relevant information (see Threat Incident Report Form)
- Complete Threat Incident Report Form

Building Administration
- Call 911 to notify law enforcement
- Assess the threat by using the Threat Assessment Procedures
- Consult with emergency responders, as time permits
- Determine credibility of threat
- Document all actions taken by staff

If the bomb threat is determined to be credible:

Building Administration
- Initiate appropriate Lockdown procedures
  - Provide additional instructions as necessary
- Direct staff to implement scanning process for suspicious items
  - Bombs may be placed anywhere on school property — inside or outside
- Document all actions taken and findings by staff
- Determine if evacuation procedures should be initiated

Staff
- Implement appropriate Lockdown procedures
• Scan classroom or assigned areas for suspicious items
• **Do not touch** any suspicious devices, packages, etc. If a device(s) is located, it should be pointed out to emergency responders
• Notify building administration of findings

If Evacuation Procedures are initiated:

**Building Administration**
• Notify staff via phone system, hardwired PA system or by messenger. Do not use cell phones, radios or fire alarm system because of risk of activating a device
• Ensure evacuation routes and area(s) are clear of suspicious items

**Staff**
• Implement Evacuation procedures
• Take emergency go-kit and class roster

*When responding to a bomb threat, law enforcement and first responders generally will not search a building unless requested. A bomb squad will generally not respond unless a suspicious package has been located.*