

BOMB THREAT POLICY AND PROCEDURE

1. The person answering the phone should try to keep the person making the threat on the telephone for as long as possible. He/she should try to write down exactly what the person is saying. It is important to note which line they were on when the threat was made.
2. After the person making the threat hangs up, the same line should be used and *69 dialed. Wait for the confirmation sounds (several beeps).
3. The threat should be reported immediately to the person in the building who is in charge (follow the chain of command).
4. The person in charge will determine the plan of action.
 - a. Call 911.
 - b. Contact the school resource officer.
 - c. Announce code "GREEN". This will alert teachers that a threat has been made and to prepare for evacuation. An announcement will be made when to start the evacuation process.
5. Each teacher should make a quick scan of the room to see if anything is out of the ordinary in his/her room. Anything unusual should be reported to the person in charge once the students have been evacuated.
6. Teachers should use designated fire escape routes to evacuate the building and will evacuate their class to the bus barn, located at 1st Street and Center Avenue.
7. Each teacher should make a mental note of who was absent and take his/her record book or roll sheet with them to the designated area.
8. The principal and/or the person in charge will make a quick search of the school perimeter prior to the students being evacuated.
9. Members of the teaching staff may be asked to volunteer for duties as needed by law enforcement or the school administration.
10. If the threat is made by note or paper, the same procedure will take effect except for the first two steps that deal with a threat by telephone.