# **Bomb Threat**

All bomb threats should be taken seriously, whether or not deemed valid for Evacuation, and must be reported to local law enforcement agencies.

## **Decision to Evacuate - Consider the following:**

- How specific is the information regarding time, description of the device, its location and other details that may be unique to the school?
- Are there any controversial issues that could impact the school?
- Are there unusual employee situations at the school?
- What is the current history/experience in the local community relative to bomb threats?
- · What is the input from local law enforcement agencies?
- · What was the general tone and behavior of the caller?

## Telephone Threat (See also Bomb Threat Checklist)

- · Record every word spoken by the caller
- · Keep the caller on the line as long as possible
- Ask where the bomb is located
- · Ask when the bomb will detonate
- · Note if caller is male or female
- Note the age of the caller
- · Note accents or patterns of speech
- · Note background noises (music, road noise, motors, etc.)

### **Mail Threat**

- · Save all materials (envelope, packaging, labels)
- Avoid touching or moving the materials
- · Is the letter or package lopsided or bulky?
- Is the letter or package addressed to a school administrator in handwriting?
- · Is the letter or package making any noise?
- Personnel familiar with the school should quickly identify items that appear to be out of place

## E-mail Threat

 E-mail threats should be saved and the BOE/Superintendent's Office notified

## **General Guidelines**

- Do not touch or pick up any suspicious or out of place items; report these to the authorities as soon as possible
- Two-way radios, cell phones and other electronic communication devices should not be used; therefore, "runners" designated by the IC must be used to communicate within the facility

Incident Commander	<ul> <li>Notify law enforcement</li> <li>Determine if the bomb threat is credible</li> <li>Determine if the school should be Evacuated</li> <li>Activate and initiate the Evacuation</li> <li>Effectively communicate the emergency Evacuation message</li> <li>Ensure that all school occupants reach the assembly area.</li> <li>Announce the "ALL CLEAR" when it is safe to do so</li> </ul>
Head Custodian	<ul> <li>Assist in the Evacuation of the school</li> <li>Assist in the search and rescue if possible</li> <li>Report to the IC for further instructions</li> <li>Assist teachers with taking attendance</li> </ul>
School Nurse	<ul> <li>Assist in the Evacuation of the school</li> <li>Treat injured evacuees, establish a triage area and track patient care</li> </ul>
School Counselor	<ul> <li>Follow school protocol to support all students especially those with disabilities and emotionally vulnerable students.</li> <li>Support affected students/staff to stay calm</li> </ul>
School Resource Officer	<ul> <li>Assist in the Evacuation of the school</li> <li>Assist in the search and rescue if possible</li> <li>Establish and maintain contact with the police agency and other emergency response agencies</li> </ul>
Evacuation Coordinator	<ul> <li>Direct occupants to the Evacuation assembly area</li> <li>Assist teachers in taking attendance</li> <li>Missing occupants should be reported to the IC</li> <li>Prepare the occupants for Reunification or re-entry into the school</li> </ul>
Reunification Coordinator	<ul> <li>Assist in the Evacuation of the school</li> <li>Prepare the Reunification site</li> <li>Direct the Reunification process or assist with the re-entry into the school if an "ALL CLEAR" is announced</li> </ul>

# **Search Techniques**

- Use two person search teams
- · Search common areas first
- Search classrooms by entering room and listening for any unusual noises
- First Search: all objects floor to hip height
- · Second Search: all objects hip to chin height
- · Third Search: all objects chin to ceiling
- · Fourth Search: above dropped ceiling, if applicable
- · Mark room when search is complete

\*USE BOMB THREAT CHECKLIST\*

#### DISCOVERY

Discoverer receives a Bomb Threat:

- Suspicious package found OR
- 2. Bomb Threat via mail, email or phone or in person

#### NOTIFY

Staff member or student notifies Principal or other school official, including school counselor

#### ACT

Establish Incident Command

Incident Commander obtains:

- Description of incident, what happened, location and time of incident
- 2. Was a Bomb Threat Checklist completed?
- 3. Action(s) taken
  - Dispatch SRO to the scene; first arriving officer is the IC

Incident Command is in effect



## **NOTIFY**

Incident Commander will notify:

- 1. 911
- 2. CRT
- 3. BOE/Superintendent



### **ASSESS**

Incident Commander will assess the threat:

- 1. Is the threat credible?
- 2. Complete Bomb Threat Report, if not already completed

# SPECIFIC THREAT

A Specific Threat is a descriptive threat stating time, location, motive, victim, group affiliation, etc.

## ••• ACT

Crisis Response Team will:

- 1. Initiate Evacuation
- Secure the scene
   Update the BOE
- 4. Meet outside responders at emergency access points
- 5. Initiate search teams: search low and high, mark room when search is complete
- Restrict the use of communication devices including cell phones, hand held radios and other electronic devices

### DEVICE FOUND

••• ACT

## Searchers should:

- NOT MOVE OBJECT.
- 2. Report exact location to all responders
- 3. Establish a 500 ft. clear zone
- 4. Search for secondary devices (outside of clear zone)
- 5. Assist responding agencies as requested

Incident Commander will:

Assist investigation with outside authorities

## NOTIFY

Crisis Response Team will update:

- Affected faculty and staff
- 2. School counselor/ mental health crisis team manager

### POST-INCIDENT

Incident Commander, Crisis Response Team and/or County School Administrator will:

- 1. Initiate Incident Report
- Debrief BOE and school staff
- Debrief with school counselor/mental health crisis team manager
- 4. Implement critical stress debriefing program if needed
- 5. Conduct Post Incident Critique and take corrective action(s)

# GENERAL •• THREAT

A Specific Threat is a descriptive threat stating time, location, motive, victim, group affiliation,

etc.

# ACT

Incident Commander will:

- Notify SRO and teachers of the threat received and advise all to be on alert for suspicious persons or packages
- 2. Search common areas of the school

### NO DEVICE FOUND

# •••> NOTIFY

Crisis Response Team notifies:

- Affected faculty and staff
- 2. School counselor/ mental health crisis team manager

The following is a checklist to be utilized by an operator or person receiving a call which threatens the safety or security of the school. All possible questions should be answered immediately following a phoned in threat.

Caller ID Number (if available)									Cal	Caller's Name or address (if known)										
Tin	ne call was rec	eived	<u></u>						_											
Tin	ne call was ter	mina	ted						-											
Que 1. 2. 3. 4. 5. 6. 7.	Where is the What does the What kind of What will ca Did the calle Why was the	bom he bo f bom use t er pla bom	b going to exploate by the book like? _ the bomb to explore the bomb or the placed on the er calling from?	olode n the e pro	e? schoo	ol property?	)													
			er's voice (checl																	
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	Accent		'		Slurre			Normal			Soft			Distinct			Raspy		Clears Throat	
Des	cription of bac	kgro	und noises (che	eck a	ll that	apply):														
	Street noises	Ü	☐ House noises			Factory/Mach	niner	у 🗆		Normal			Motor			Anima	al noises		oices	
	Clear		□ Office			Booth				PA System			Static			Music			Other:	
Des	cription of thre	eat la	ınguage:																	
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Ren	narks:																			