

BOMB THREAT POLICY

I. PURPOSE

The purpose of this policy is to outline the procedure that will be followed by administration, staff and students in the event of a bomb threat at a School District building.

II. GENERAL STATEMENT OF POLICY

Every bomb threat will be taken seriously. It will be assumed that every threat will place students in a highly dangerous situation.

- A. Bomb Threat by Phone. Every secretary/receptionist should have and use the “Bomb Threat Procedure” in the District Crisis Plan.
- B. Discovery of Bomb or Suspicious Object in School. Every staff member should have and use the “Bomb Threat Procedure” in the District Crisis Plan.

III. EVACUATION PROCEDURES

Administration will determine whether to partially or fully evacuate a building or cancel classes. Any announcements regarding evacuation will be completed by the use of the public address system.

Once a decision regarding evacuation is made, students will be escorted by staff to pre-determined locations. These locations will become a part of individual building evacuation plans and will be regularly updated and reviewed by staff.

All teachers and paraprofessionals will escort the students who are under their supervision to the pre-determined locations. All other staff are asked to assist in overall supervision of students to ensure their safety and may be asked to assist in securing the building.

Minimal use of electronic devices will be undertaken since some devices are sensitive to electronic signals.

Affected areas of the buildings or buildings in total will remain off limits to all individuals other than persons authorized by emergency personnel until law enforcement officials have declared that the building is safe and secure.

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01/09/12

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