

## HAZARDOUS THREATS

If a call or notice that a hazardous device (e.g., bomb) or substance has been placed in a school or any other building, the following procedures should be taken:

1. If notice is given by telephone, delay caller to obtain any possible clues. Ask where the bomb is located and when it is set to explode.
2. Principal/designee notified immediately and directly, then informs others only on a "need to know" basis. i.e., those who require this information to respond to potential threat.
3. Principal considers available information and determines next steps which may include.
  - a. Evacuation of all or part of building, search (see "5" below).

Evacuation should be conducted as a "fire drill", with same signal used. Teachers need to take class attendance, report any student missing to principal/designee. Re-entry should be permitted only after thorough search has been concluded.
  - b. Quiet, reasonable search made (see "5" below). Classes instructed not to change rooms until "all clear" is given.
  - c. Students are evacuated and sent home (only when an explosive device has been found or more thorough search is necessary.)
  - d. Other, as deemed appropriate by special circumstances.
4. Promptly after receipt of threat, but after any immediate threat to student safety has been responded to, principal assures that superintendent/designee and fire and sheriff's department are notified and asked to assist as appropriate.
5. A search should be conducted by supervisory and custodial personnel (under the direction of police and/or fire personnel whenever possible.)
6. Sheriff's office should be asked to arrange for a tracer to be placed on school phones in the event the caller calls again. Currently the PTI number to call is (800) 637-9843. If this occurs, the sheriff's office should then immediately be notified of the exact time of the call.
7. Police directives should be followed if a suspicious or foreign object is found.
8. Sheriff's office, assisted by the State fire marshal's office (if appropriate) should be asked to record and investigate incident.

continued