

BOMB THREATS**Steps of Action:**

1. Consider and treat all threats as real.
2. If phone threat is made, obtain as many details as possible.
3. Complete checklist (below). Gather as much information from the caller as possible before you hang up.
4. Call police at 326-4200.
5. Evacuate the building.
6. Unauthorized personnel should not search or disturb items.

Personnel Roles:**Principal:**

Determine need for evacuation and notify staff accordingly.
Gather information from staff on anything suspicious.
Assess injuries.
Assign support staff to first aid assistance at evacuation Site.
Secure the scene.

Secretary:

Call police at 326-4200 as directed.
Notify other buildings on campus.
Notify superintendents office - 326-4116.
Take emergency student list with home phone numbers to command post.

Teacher:

Evacuate and remain with students. Take roll.

Auxiliary Staff:

Assist with evacuation.
Report to principal at central command post.
Check bathrooms and other spaces for people.

Police: 326-4200 **Superintendent:** 326-4116

Bomb Threat Checklist

Questions to Ask:

When is the bomb going to go off? _____

Where is the bomb? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? Timer? _____

Did you place the bomb? _____

Why? _____

What is your name? Who do you represent? _____

What is your location? Address? _____

Caller was:

Male _____ Female _____

Race? _____

Caller's Voice:

Calm _____ Angry _____ Excited _____ Slow _____ Rapid _____ Soft _____

Loud _____ Laughter _____ Crying _____ Normal _____ Distinct _____ Slurred _____

Nasal _____ Stutter _____ Lisp _____ Raspy _____ Deep _____ Ragged _____ Accent _____

Cleared Throat _____ Deep Breathing _____ Cracking Voice _____ Disguised Voice _____

Whisper _____

Familiar _____

If Familiar, who did it sound like? _____

Background Noises:

Street Noises _____ Crockery _____ Other Voices _____ Music _____

PA System _____ Motor(s) _____ Office Machinery _____ Factory Machinery _____ Animals _____

Static _____ Children _____ Long Distance Call _____ Local Call _____ Phone Booth _____

Other _____

Threat Language:

Well Spoken (Educated) _____ Foul _____ Irrational _____ Incoherent _____

Taped Message _____ Message Read via Script _____

Exact Statement(s) _____