

BOMB THREAT OR SUSPICIOUS OBJECT

For discussion:

BOMB THREAT OR SUSPICIOUS OBJECT

IF RECEIVED BY TELEPHONE CALL:

1. If Student takes call, get staff on line if at all possible.
2. Notify the Principal or designee immediately. **DO NOT USE TWO-WAY RADIO OR CELLULAR PHONE – THESE MAY ACTIVATE ANY DEVICE.**
3. Write down everything the caller or person says – Use the checklist on next page as soon as possible.
4. Notify 911 immediately – get Police assistance
5. The Principal or Designee will notify the Superintendent
6. The School Crisis Management Team will assemble to assist the Principal and Police/Emergency Personal.
7. The Principal or Designee will alert the staff of the crisis by announcing Code J. As directed, staff will immediately search their areas and report any suspicious object(s).
8. A decision to evacuate the facility will be determined
9. A Team Member will direct the emergency personnel to the designated control center, provide a map of the facility as needed.
10. The facility will be evacuated as directed by the Police/Emergency personnel
11. Follow established evacuation procedures
12. If facility is to be closed follow Code A.

IF SUSPICIOUS OBJECT FOUND

1. Immediately Evacuate the Area or Facility
2. Follow 3 through 12 of the above.

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Guidelines for Evacuation

1. At alarm, prepare to leave school or facility and immediately begin evacuation. Follow instructions from the School Crisis Team when directed
2. Remain calm and reassure students
3. Take roster and grade book with you
4. Close Classroom door and leave lights ON
5. Assist impaired students as necessary
6. **CHECK CLASSROOM FOR STUDENTS BEFORE LEAVING**
7. Follow designated emergency route to assembly area
8. Maintain student order and keep together
9. At assembly area, check roll and visually assure all students are present
10. **REPORT MISSING STUDENTS IMMEDIATELY**
11. Do not release students until school is officially closed then follow closing procedures
12. If school is closed, release students only to person listed on emergency release form
13. Return to room **ONLY** when instructed it is safe to do so.

DO NOT REENTER BUILDING UNTIL INSTRUCTED TO DO SO