

## **BOMB THREATS**

In the event that a call or notice to the effect that a bomb has been placed in a school or in any other building or establishment in the system, the following procedures will be followed:

1. The threat shall be reported to the Police immediately. Upon Police and Fire arrival, a joint assessment by Police and Fire shall be made to determine the legitimacy and validity of the threat. Police and Fire will decide on whether to evacuate or take a different course of action in accordance with State Fire Marshall guidelines. If immediate evacuation of the school or building is appropriate, an announcement to evacuate will be made (See procedures for EBCCA).
2. If the call was not received originally by the Fire and Police Departments, immediate notification is required. One department will notify the other.
3. If the report comes from the Police Department, the school must check by calling 911 to verify.
4. The Fire Department is in charge, unless or until a suspicious article is found and determined to be so by the senior officer in charge. The scene then becomes a crime scene and the Police Department takes charge. A search of the premises is conducted under the direction of the senior Fire officer present. All officers, firefighters and custodians of the building should assist in the search. Volunteers from the staff are encouraged to assist (The Principal will identify standing volunteers, if any).
5. The senior police officer present (he/she will make that status known to the Principal or designee) will decide whether any strange or foreign objects should be removed immediately or left for removal by a qualified person.
6. After a thorough search of the building, or a section thereof, has been conducted and assurance given that re-entry is possible, the Principal or designee should be notified by the senior member of the local protective department (or Bomb Squad) that re-entry will be permitted. If the Superintendent or designee is present, he/she will be consulted by the Principal. Any decision concerning the dismissal of school pupils and subsequent action after the above procedures have been followed is the prerogative of the Superintendent of Schools or his/her designee.
7. Investigation of the incident should be made by the local police department assisted by the State Fire Marshal's office (the Bomb Squad), if requested.

APPROVED 10/20/16