

## **BOMB THREAT POLICY**

Bomb scares are serious matters which require coordination of the actions by students, staff, police and fire departments. This policy outlines procedures which the Pulaski Community School District will follow in dealing with a bomb scare.

### Procedures:

1. An effort should be made to identify the kind of explosive involved and the location of the threatened bomb when receiving a call over the telephone. Keep the informant on the telephone as long as possible and in writing notes:
  - a. maturity of voice (student or adult)
  - b. background sounds
  - c. familiarity of voice
  - d. male or female
  - e. drunk or sober
  - f. highly excited or calm

Write down the exact wording of the threat and the EXACT TIME the call was received. DO NOT HANG UP THE PHONE until the principal gives the all clear message from the telephone company.

The person who receives the call will notify the principal or his/her designee immediately. In turn, the principal or designee will contact the district office (superintendent or administrative assistant), the telephone company and local police. In the case of the Village of Pulaski, the local police should be contacted before the county. A request should be made to keep all information off C.B. stations.

2. Evacuate the school through a fire alarm to a safe location at least 100 feet away from the building. In the case of inclement weather, students should be sheltered in school buses or in an area of the building which has been inspected and determined safe by the proper authorities. Students should not be sent home.
3. In evacuating the school, avoid "sketchy" messages to staff and students that cause panic. Try to provide a consistent, well-worded evacuation message which explains the situation and the directions which must be followed.
4. Cooperate with the police in inspecting the school by providing someone with keys to unlock all building areas. If staff are trained to help with the inspection, involve them on a voluntary basis. Please scrupulously follow the rule that only staff volunteers can be involved.

## BOMB THREAT POLICY (continued)

5. Have a volunteer cover the telephone and should the media call, if necessary, take a name and number so that an informed district administrator or official designee can communicate with the media when time is available.
6. Make sure no person remains in unauthorized parts of the building unless they are on volunteer duty assigned by the building administrator. Under no circumstances should any individuals be left in the building unless they are on assigned duty.
7. In all cases, designated office personnel will check the time at the start of evacuation and recheck the time following the return to classes. A plan will be determined by the administration as to when the missed time will be made up.
8. After the building is inspected, give a clear message to staff to have students return to classes assuring them that the building is safe.
9. Author a letter to parents explaining briefly what happened, the precautions that were taken and identify who they can call for questions. Above all, give assurances that proper safety measures were taken.
10. Investigate possible students who might be involved in the prank call.

School Policy Regarding Bomb Scares:

- A. The student will automatically be recommended for expulsion to the school board for a minimum of 30 school days or longer.
- B. Legal charges will also be pressed which could involve the following:
  1. Federal Offense – misuse of a telephone: \$1,000 or 90 days in jail or both.
  2. State Statute Felony – Class E Bomb Scare: Up to \$10,000 fine or 2 years in jail or both.