

NONINSTRUCTIONAL OPERATIONS

8300P4

Bomb Threat

1. If you observe a suspicious object or potential bomb on District property, DO NOT HANDLE THE OBJECT! Clear the area immediately and call the building principal.
2. Any person receiving a phone call bomb threat should attempt to ask the caller:
 - A. When is the bomb going to explode?
 - B. Where is the bomb located?
 - C. What kind of bomb is it?
 - D. What does it look like?
 - E. Why did you place the bomb?
 - F. What is your name?

Normally the caller will not answer these questions, but may make comments. During this time the person answering the phone should attempt to listen to background noises, qualities of the voice of the caller, or any information that may be gathered from noises or sounds heard during the conversation.

3. Keep talking to the caller as long as possible and record the following:
 - A. Time of call;
 - B. Age and sex of caller;
 - C. Speech pattern, accent, possible nationality, etc.;
 - D. Emotional state of caller; and
 - E. Background noise.
4. AFTER THE CALL, IMMEDIATELY DIAL *69. IF THE CALLER'S NUMBER IS AVAILABLE, YOU WILL NEED TO NOTE THE NUMBER AND REPORT IT TO THE BUILDING PRINCIPAL.
5. Report the incident immediately to the building principal. The building principal will notify the Emergency Coordinator. A decision will be made as to whether the building or area will be evacuated.
6. **Building or Buildings Not Evacuated:** The Emergency Coordinator may lead a search of the area. Employees in the affected area may be asked to assist in identifying items or conducting a brief search under the direction of the building principal.
7. **Building or Buildings Evacuated:** Once a decision is made by a building or District official to evacuate the building, relay information directing others to evacuate the building. After

your responsibilities are complete, calmly evacuate the building. Once outside, stay away from buildings, vehicles, and trash containers.

Procedure History:

Promulgated on:

Revised on:

Reviewed on: