

Bomb Threats

Upon receipt of a bomb threat, the recipient will:

- A. Immediately notify the Superintendent or the Assistant Superintendent or local police; and
- B. Complete the MSAD #9 District Information Form.

Central Office Personnel

- A. Empty the building if appropriate.
- B. Notify the local police.
- C. In conjunction with the local police officials, organize a search of the plant with District personnel and local police.
- D. Upon completing the search of the plant or a section of the plant, evaluate the circumstances and make a decision, in conjunction with police officials, on when the building may be re-occupied.

General

- A. No student or staff member will be required to remain in a building following a bomb threat (24 hours).
- B. Security may be placed on a building which has been searched following a bomb threat to screen all people entering the building.
- C. It shall be the responsibility of the Central Office Administrators to see that the building is emptied as rapidly as possible.
- D. School officials will make arrangements for re-locating and educating the students for the remainder of that school day.
- E. It is the intent of the Board of Directors, if school must be dismissed, to have students make up instructional time missed due to bomb threats. Time missed will be made up at the end of the school year.
- F. School officials, in consultation with the local police official in charge, will determine how soon the building may be re-occupied. This may result in the cancellation of after-school activities.
- G. School officials will work closely with police officials on the search, investigation, and prosecution of those responsible for bomb threats.

The Call

- A. Be sure to listen for background noise: traffic, music, etc.
- B. Try to determine the sex and age of the caller.
- C. Try to determine if the voice sounds natural or is the person attempting to disguise the voice.
- D. Jot down the exact words that are used.
- E. Record the exact time of the call.

Response

- A. Attempt to have the caller respond to questions.
- B. Ask specifically where the bomb is located.
- C. Ask the caller to describe the bomb.

Reporting

Immediately report the phone call by attempting to reach the following people:

1st - Superintendent of Schools

2nd - Assistant Superintendent of Schools

3rd - Police Department

Adopted: March 24, 1986
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