

BOMB THREAT MANAGEMENT AND EVACUATION PROCEDURES

- A. Upon receipt of a bomb threat via any means of communication, assume the threat is authentic. If a bomb threat is telephoned in **ACCESS BOMB THREAT RECORDING FILE WHILE SPEAKING TO THE PERSON.**

BOMB THREAT RECORDING FILE Enter in formation below

- Exact time of call: _____
- Voice characteristics/inflections/accents:

- Male/Female and approximate age: _____
- Background noises: _____

- Bomb Location: _____

- Detonation time: _____

- Reason for threat: _____

1. **Upon conclusion of threat call immediately dial 9*57 and wait for a prerecorded message, which** will lock a trace on the call. **Immediately repeat this process for all phone lines.**

2. Notify administrators of bomb threat.

- B. **Begin Evacuation Procedures at building administrator's discretionary order.**

1. Meet with building Crisis Response Team (Policy EBC)

2. **TO EVACUATE THE BUILDING THE SCHOOL ADMINISTRATORS OR SESIGNEE WILL GO INDIVIDUALLY FROM ROOM TO ROOM BEGINNING AT ROOM CLOSEST TO EXTERIOR DOOR EXITS AND THEN MOVING BACK TOWARD CENTER OF BUILDING.**