

Bomb Threat

Signal

Silent evacuation. Students should be moved at least 1000 feet away from the building.

Steps of Action

- If threat is received by telephone, obtain as many details as possible to give to the administrator and to the police: if received by mail or discovered, do not handle or move unnecessarily.
- DO NOT USE CELL PHONES, RADIOS, WALKIE TALKIES, OR TURN ON/OFF ANY SWITCHES. These transmissions can set off a bomb.
- Notify the police by calling 911; the principal through prearranged signal.
- Evacuate the building and move to designated area: 4th Memorial Church.

Roles

Administrator

- Gather information from staff on anything suspicious.
- Use verbal communication if necessary.
- Assign qualified staff to first aid assistance at evacuation site.

Secretary

- Call emergency numbers. Take student emergency information forms.

Teachers

- Evacuate
- Take class attendance list
- Report to designated area and call roll