

804.3 BOMB THREATS

PROCEDURES

The purpose of this policy is to provide an orderly and effective process for dealing with a bomb threat.

Philosophy:

A review of the history of "bomb threats" nationwide clearly indicates that students have used the tactic to disrupt classes. For this reason, it is established that it is inappropriate to evacuate the building in every situation. The decision should be made promptly following established procedures.

Definition of a Bomb Threat:

Any communication (verbal, phone or other electronic media, written) that implies or specifically warns or threatens of the presence of a bomb in a district building(s).

General Procedures After a Bomb Threat:

1. After a person receives bomb threat: Immediately contact the Building Principal or Main Office personnel.
2. The Building Principal or Main Office personnel will contact the Washington Police Department (653-2256) or call 911.
3. The Building Principal or Main Office personnel will inform the Superintendent's Office of the bomb threat.
4. If the threat seems to warrant it, the Building Principal or Superintendent will make an immediate decision to evacuate the building. Otherwise, the Building Principal or Superintendent, together with Washington Police Department personnel, will evaluate information.

No Building Evacuation Procedure:

In the instance where the school district administrator has deemed it unnecessary to evacuate the building, a thorough search will be made by school district employees and/or law enforcements officials.

1. Teachers, as inconspicuously as possible, will make a quick visual inspection of their rooms. If anything unusual is noticed, the person making the discovery will notify the administrator in charge BUT DO NOTHING ELSE.
2. Custodians will make an inspection of the boiler room, cafeteria, hallways, and lavatories. If anything unusual is noticed, the person making the discovery will notify the administrator in charge BUT DO NOTHING ELSE.

Immediate Evacuation Procedure:

1. Notice to clear the building will be made over the all-call or by using the fire drill procedure.
IMPORTANT: HAVE ALL STUDENTS TAKE ALL THEIR BELONGINGS (i.e. BACKPACKS, NOTEBOOKS, ETC.) WHICH THEY HAVE WITH THEM IN THE CLASSROOMS WHEN THEY LEAVE THE BUILDING. Do not allow them to take anything from their lockers.
2. If situation requires, activate plan to relocate students at designated facility.
3. Do not use "walkie-talkie" radios during a bomb threat. Handheld radios may detonate electronic devices and may set off the bomb.

Re-Entry to the Building:

1. Determination to allow re-entry shall be made jointly by the senior on-site officers from the Fire Department, Police Department and/or the School Administration.
2. Any difference of opinion shall be resolved by decision of the Building Principal upon consultation with the Superintendent of Schools.

Legal Reference: Iowa Code § 279.8 (2007).

Cross Reference: 804 Safety Program