

Bomb Threat Procedures

In accordance with Board Policy E-04, Emergency Facility Dismissal, these procedures shall be followed in the event a bomb threat is communicated to any employee or student of Millwood Public Schools.

1. The employee or student should try to remain calm - do not manifest fear.
2. If not placed in immediate danger, use the Bomb Threat Procedures form, E-04 R2, to obtain information from the caller. The form should be located near each telephone and be accessible to each user.
3. Try to keep the caller as occupied and talking as long as possible.
4. In addition to the information on the form, ask for the caller's name; where the caller is calling from; why the caller wants to blow up the building; where the bomb is located; how and when the bomb is set to explode.

When the caller hangs up, notify immediately the following persons. Do not discuss the call with anyone else.

1. Principal
2. Fire department and police department
3. Superintendent or designee.

The school principal is to develop with the Safe School Committee a disaster plan that includes codes for emergency situations. The plan should designate those persons who may check the facility if it is evident there is no immediate danger. At no time are students permitted to search facility. The plan should provide for an orderly evacuation of the building(s).

1 of 2

Annoying and anonymous telephone calls should be reported to the telephone service provider and a request to track incoming calls should be made. The current number to call is 1-800-861-

5167. A PIN number (371173) may be given to the school.