

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: August 19, 2013

REVISED:

## 805-AR-1. BOMB THREATS

Being responsible for the safety of students and employees, the building principal must do all that is prudent and possible in the event of imminent danger; therefore, a bomb threat must be regarded as a real danger to the lives and safety of all occupants of the school building.

Each employee will be trained and be aware of the procedures to be followed in the case of a bomb threat.

The following procedures will be in effect as soon as it is known that a bomb or explosive device exists or is reported to exist in the building:

1. Copies of the Bomb Threat Report will be kept at the desks of all employees answering outside telephone calls.
2. Employee taking the call will attempt to gain all possible information from the call by attempting to complete the Bomb Threat Report during the conversation.
3. Telephone line receiving the threat will be put on hold for monitoring and tracing the call.
4. Employee will contact building principal or designee.
5. Administrator will notify law enforcement of the bomb threat call. Superintendent will then be notified.
6. Principal or designee will calmly address the school over the intercom system, informing all in the building that an emergency exists and that the building will be evacuated in accordance with the fire drill procedure.
7. Teachers will open windows, check rosters to ensure all students are accounted for and depart the building with the class while checking for strange or unidentified items.
8. Unassigned staff will check lavatories, nurse's room and all other student areas to be sure all students have exited and look for strange or unidentified items.
9. Principal and assigned staff will check building to be sure all occupants have exited.

10. Principal and custodian will meet with law enforcement officers when they arrive and will present building floor plan and pertinent information.
11. Law enforcement will conduct the search of the building.
12. Upon completion of search and in consultation with law enforcement officials, the principal and/or Superintendent will determine whether or not the school building will be reopened that day.
13. Students and staff will either be allowed to enter the building or will be dismissed or sent to a different school building for the day.
14. Transportation Department will be notified of the transportation needs.