

# APPENDIX F BOMB THREAT

## EMERGENCY PROCEDURE – BOMB THREAT

THREAT BY TELEPHONE	THREAT NOTIFIED BY CALL FROM POLICE
<p>1. Person receiving the call should attempt to keep the caller on the phone as long as possible and alert someone else by prearranged signal so they can get on an extension and notify the phone company to trace the call.</p> <ul style="list-style-type: none"> <li>• Dial 911 – tell operator, “This is (name of caller) from (name of school). We are receiving a bomb threat on another line. The number of that line is..... Please trace the call.</li> <li>• Give any additional information needed by the operator. This must be done quickly. (The call cannot be traced once the caller has hung up.)</li> </ul>	<p><b>Follow procedures 3 through 7.</b></p>
<p>2. Try to determine if the caller is a student or an adult. If it is a student it may be easier to discover identity.</p>	
<p>3. The principal shall determine whether to evacuate the building(s) threatened.</p> <ul style="list-style-type: none"> <li>• Upon a decision to evacuate, if one specific building has been threatened, it should be evacuated along with adjoining buildings and a search should be instituted.</li> <li>• Avoid the use of the general alarm if possible.</li> <li>• Use the intercom, personal notification by designated persons, or the PA system to evacuate the threatened rooms.</li> </ul> <p>If it is necessary to evacuate the entire school use the fire alarm.</p>	
<p>4. The principal may also decide to call the fire department or police, if, in his/her opinion, it is warranted.</p>	
<p>5. Notify the Superintendent’s office (604.853.5451 x 302).</p>	
<p>6. Resume school only after the building(s) have been inspected and determined safe by proper authorities.</p>	
<p>7. Do not publicize the threat any more than necessary.</p>	
<p><b>WRITTEN THREAT</b> A written threat should be turned over to police and procedures 3 through 7 followed if appropriate.</p>	