

Administrative Regulation

Bomb Threat Response Procedures for Schools

Bomb threats are potential disaster situations. Although a vast majority are hoax or prank calls, all such threats must be handled quickly and efficiently to ensure the safety of students and employees.

- A. If the threat is received by telephone, keep the caller on the line and attempt to obtain specific information about the caller and the location of the bomb.
- B. Ask the caller to provide information on the location, time of detonations, and description of the bomb. Supply own impressions registered during the conversation with the caller.
  - 1. Did the caller sound sober?
  - 2. Identify any distinctive voice characteristics.
  - 3. Background noises heard?
  - 4. Male or female caller; adult or adolescent?
- C. Immediately notify the administrator in charge of the bomb threat. The administrator is to contact the police department and the appropriate administrator of elementary or secondary education..

Emergency telephone numbers -- dial "911" or:

Garden Grove Police 741-5704	Sheriff's Dept. 647-1830
Fountain Valley Police 593-4483	Westminster Police 897-2511
Santa Ana Police 834-4211	

- D. If deemed necessary, order the evacuation of buildings (written note to teachers, public address system, or fire bells). Leave all doors and windows open.
- E. Staff members without class assignments shall report to the administrator or designee in charge to assist as directed.
- F. If a threat occurs during unscheduled class time, such as snack period or lunch, the emergency plan shall call for a fire drill. Teachers are expected to supervise the station normally assigned to them.
- G. In the event of evacuation, classes should be directed to the far end of parking lots and playing fields. No students or staff are to assemble near structures on campus.

- H. A search of building shall be conducted by police and/or fire department personnel.
- I. When the search is completed, and no explosives are found, the administrator in charge shall issue an order to return to class and resume normal activities.  
  
If a suspected explosive device is found, the police and/or fire department shall be responsible for its handling and disposal.
- J. In the event a suspected explosive device is discovered before the police and/or fire department personnel arrive, an immediate evacuation shall be ordered. Care must be taken during the evacuation to ensure that persons do not pass near or toward the suspected explosive.