

Administrative Regulation

Bomb Threat/Response Procedures for the Education Center

Bomb threats are usually received by telephone. The Centrex operator in the lobby of the Education Center would probably receive the call, but it is possible for any office in the Center to receive a bomb threat by telephone. The person who receives the call should:

1. Keep the caller on the line, if possible, to determine specific information about the caller and the location of the bomb.
2. Ask the caller to provide information on the location, time of detonation, and description of the bomb.
3. Immediately notify the superintendent's office (ext. 6111) of the bomb threat. State the time of the call and the words stated by the caller.
4. Supply own impressions registered during the conversation with the caller.
 - a. Did the caller sound sober?
 - b. Identify any distinctive voice characteristics.
 - c. Background noises heard?
 - d. Male or female caller; adult or adolescent?
5. If deemed necessary, the superintendent's office will notify the Garden Grove Police Department (emergency telephone number – 911). The police department will dispatch officers and, if necessary, notify the fire department.
6. The superintendent's office may order the evacuation of the administration building, annex, and warehouse. Evacuation orders shall be directed to floor/building officers identified on Page 8 of the District Emergency and Disaster Plan.
7. If an evacuation of the administration building is ordered, persons on floors two and four are to use the east stairway. Floors three and five are to use the west stairway. Persons in the annex, warehouse, and on the first floor of the administration building, are to evacuate through the safest and most convenient exit.

Under no circumstances are elevators to be used for evacuation purposes.

After evacuating, all personnel and visitors are to assemble in the north parking lot, safely away from all structures. Designated floor/building officers are to take roll and report the names of any missing persons to the superintendent or a designee.

8. The police and/or fire departments shall conduct a search of floors and buildings with the cooperation of district personnel.
 - a. If a suspected explosive device is discovered, all action regarding its handling and disposal will be under the authority of police and/or fire department personnel. Employees are not directed to go home unless authorized by the appropriate administrator.
 - b. If no bomb is detected as a result of the search, the superintendent or designee shall issue an "all clear" to floor/building officers. Employees and visitors may return and resume normal duties.
9. Inquires regarding a bomb threat are to be directed to the superintendent's office or designee.