

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 714-741-5704 Sheriff's Dept. 714-647-7000
Fountain Valley Police 714-593-4485 Westminster Police 714-898-3315
Santa Ana Police 714-245-8665

- 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.

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