

# TEACHERS' RESPONSIBILITIES DURING BOMB THREATS

## Procedures for TEACHERS to follow when students make BOMB THREATS

### ***Immediate Danger***

Call your School Resource Officer and the designated administrative authority following district plan and contact tree. Outside school hours, call 911.

### ***Receiving or Hearing a Bomb Threat***

- Get all possible information. (If possible, use “Bomb Threat Checklist.”)
- Note time and line of call.
- Record *exact wording and details* mentioned, especially:
  - a. type and number of device(s)
  - b. location of bomb
  - c. time of planned explosion
- If threat is received by phone, note clues such as:
  - a. background noises
  - b. sound effects
  - c. voice characteristics—male/female; student/adult
- Provide every detail gathered to the Threat Assessment Team.

### ***Second-Hand Remarks and Rumors***

Remarks by students that they will bring or explode bombs; or that they will physically harm or kill themselves or others must be taken very seriously when reported by another person. Rumors of students making such remarks or plans are equally serious and must also be investigated.

- Every threat must be thoroughly and promptly investigated by administrators. Report the threat immediately to the principal or to a designated member of the Threat Assessment Team.
- Appropriate intervention and/or disciplinary action must be taken by administrators.

### ***“Bomb Treat” Announcement (“Code Blue” or “\_\_\_\_\_”)***

A “Code Blue” or previously decided code word announcement over the intercom means that a credible bomb threat has been received.

- Check hall and nearest restrooms for students and have them come to your room. Note their names. You are responsible for these and all students in your classroom. You must be able to account for each student present at the time of the threat.
- Scan your classroom quickly for any suspicious package(s) or object(s). **DO NOT TOUCH ANYTHING SUSPICIOUS!** Report suspicious object(s) to the administration immediately.
- Listen for evacuation instructions over the intercom. Follow the instructions immediately. Take enrollment roster or other list of those present along with your purse, keys, etc. Students should take personal items with them.
- Leave the door to the room open. If there is time, open the windows as well. (Reverse fire-drill procedures.)
- Lead your students to their designated safety area, keeping them under your control at all times.

