WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADMINISTRATIVE REGULATION

PROCEDURES FOR DEALING WITH BOMB THREATS

In the event of a bomb threat, the following procedures are to be followed:

1. The receiver of the threat follows the instructions on the "questions to ask" card (see attachment A).

2. The receiver of the threat immediately notifies the building administrator, giving full information.

3. The building administrator notifies the police department, Director of Facilities and the Superintendent.

4. If bomb location is unknown or known to be inside the building, the building administrator will notify staff and students to evacuate the building. Use the public address system and a code word. Do not mention “bomb scare.” Do not use the fire alarm for notification.

5. School staff will conduct a visual search of path of travel and evacuation locations to assure safe passage and refuge. Do not evacuate to parking lots or locations, which are not visibly free of suspect materials.

6. If the bomb is known to be located outside of the building, the building administrator will identify on-site shelter in a location as far from the bomb location as possible. The building administrator will coordinate relocation to that area.

7. When the police arrive, the building administrator will advise them of the situation and follow their instructions. The police will notify the fire department, if necessary. The building administrator will notify the Superintendent of the police presence and then turn over control of the building to the police.

8. Upon review of the conditions, police or fire officials will determine when control of the building is returned to the building administrator.

9. In consultation with the Superintendent, the building administrator will determine whether to resume building operations or activate on-site sheltering, or school cancellation plan as appropriate. The building administrator will then notify staff and students.

10. If damage or injury has been sustained, the Superintendent will refer to "Building Structural Failure" or "Multiple Casually Incident" procedures outlined in the Emergency Management Plan.

11. A follow up investigation is to be conducted by the law enforcement agency and school officials.

Approved/Revised: 9/21/01
QUESTIONS TO ASK:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. What is your name?
7. Did you place the bomb?
8. Why?
9. What is your address?

EXACT WORDING OF THE THREAT:

________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Male/Female: ____________________________
Estimated Age: ___________ Length of call: _________________

ADDITIONAL INFORMATION ON REVERSE

BOMB THREAT INSTRUCTIONS
Number at which call was received:

Time: ___________  Date: __/___/____

CALLER'S VOICE:

Loud _______  Soft _______  Excited _______
High _______  Deep _______  Laughter _______
Intoxicated _______  Disguised _______  Crying _______
Calm _______  Angry _______  Normal _______
Fast _______  Slow _______  Lisp _______
Stutter _______  Nasal _______  Raspy _______
Distinct _______  Stuttered _______  Deep breathing _______
Accent (Type:) _______  Clearing Throat _______

Other Characteristics: ____________________________________________

If voice is familiar, who did it sound like? ________________________

BACKGROUND SOUNDS:

Voices _______  Airplanes _______  
Quiet _______  Trains _______  
Animals _______  Music _______  
Street Traffic _______  Factory Machines _______  
Office Machinery _______  Phone Booth _______  
Long Distance _______  Static _______  
House Noises _______  Local _______  
PA System _______  Other: ________

THREAT LANGUAGE:

Well spoken _______  Incoherent _______
Foul _______  Taped _______
Irrational _______  Message read by _______
threat maker

REMARKS: _______________________________________________________

______________________________________________________________

Reported call to: ____________________________

Date: __/___/____  Position: ____________________________

Name: ______________________  Phone: ______________________