

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 Casualty 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.

WASHINGTON • SARATOGA

**BOCES**

BOARD OF COOPERATIVE EDUCATIONAL SERVICES

WARREN • HAMILTON • ESSEX

**PLACE THIS  
CARD UNDER  
YOUR TELEPHONE**

**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:**

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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 _____	Slurred _____	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: \_\_\_\_\_