



## Bomb Threat Procedures

The presence of an explosive device and/or the reception of a bomb threat are situations that NCSSM must be prepared to confront in a calm and professional manner. Although many bomb threats turn out to be a prank, they must be taken seriously to ensure the safety of the Students, Faculty, Staff and Visitors at NCSSM.

A bomb threat could be written, e-mailed, communicated verbally or received by phone. The majority of bomb threats are delivered by telephone.

**Generally, a bomb threat call is made for one of two reasons:**

1. The caller has definite knowledge about the explosive device and wants to minimize personal injury.
2. The caller wants to disrupt normal activities by creating anxiety and panic.

### **In the Event of a Bomb or Bomb Threat:**

Do not use portable school or public safety radio, cellular phone, digital phone, or any other electronic devices. These devices have the capacity to detonate an explosive device. In addition, do not turn the lights on or off but have them remain in their current position.

### **Procedures:**

#### **A) Person receiving the bomb threat telephone call will:**

\*Note: If you are a student, if possible, hand the phone to an adult to resume the conversation.

1. While the Subject is speaking to you on the phone, fill out the "Bomb Threat Checklist" Worksheet.
2. Make every attempt to:
  - Stay calm and indicate your desire to cooperate with the Subject.
  - DO NOT antagonize or challenge the subject.
  - Obtain as much information as possible. Prolong the conversation as long as possible. Ask permission to repeat any instructions to make sure they were understood.
  - Attempt to determine the caller's knowledge of the facility.
  - Identify background noises.

- DO NOT HANG UP THE PHONE! Signal to a co-worker nearby to call for assistance, if this is not possible, use another phone to call for assistance.
3. The switchboard operator should immediately call the on-duty Campus Safety and Security Officer at 4162711 or from another campus emergency call box phone 2711 and request contact via telephone. Campus Safety and Security personnel will call the operator for details concerning the threat. Campus Safety and Security will notify other school administrators, call 911, and assist the operator in completing the "Bomb Threat Checklist" worksheet.

**B) Security/Administrator's will:**

Immediately call 911 or Campus Security (By landline only)

- Ensure that the "Bomb Threat" checklist is completed.
- SHUT OFF ALL TWO-WAY RADIOS
- In consultation with Law enforcement, Fire, or Emergency management evaluate whether the bomb threat is credible and if building evacuation is needed.
- Below are some factors to assist in the determination of the threat level. These factors are to be used as a guide only in conjunction with all of the other available information.

**Determination of Threat Level:**

**Low Level:** The probable motive is to cause disruption: The Subject is vague in his/her threat, merely stating that there is a bomb at the school, he/she provides no specifics and hangs up quickly.

**Medium Level:** The Subject gives details such as the size, location, or type of bomb. The Subject stays on the line longer and states a motive for the bomb.

**High Level:** The Subject is very detailed and describes the type, power, location or time of detonation. The Subject stays on the line longer or make multiple calls. The Subject may exhibit advanced knowledge of bombs. In addition, the Subject may make demands such as publicity, money etc.

**If an Evacuation is Ordered:**

1. When authorization is given to Campus Safety and Security personnel, they will begin to evacuate students and staff to pre-determined evacuation areas. Ensure that the handicapped receive assistance in evacuating.
2. Faculty/Staff should complete a visual check of room/building as they exit. Report any unusual objects or activity and do not touch any suspicious items. (Refer to Search techniques described below).

3. Have everyone in the room take their personal belongings with them. Tell Students to turn off their cell phones. Take roll books to account for all students and continue to supervise your class.
4. Remain at least 300 feet away from buildings until an "ALL CLEAR" announcement is given. Students should be in open areas away from cars, other buildings, trash cans, etc.
5. Wait for Law enforcement to begin search. Campus Safety and Security Personnel will assist emergency Personnel with building search.
6. If it appears that the search will be for an extended time, or if weather is a factor, move students to the pre-determined off campus evacuation area. If buses must be used to transport, search bus for any suspicious item prior to loading with Students.
7. Establish a command post at least 400 feet from any of the campus buildings. Ensure that it is away from automobiles, refuse containers or mailboxes. Conduct a scan of the area for any suspicious items. Do not use Security Radios or cell phones; employ runners to communicate to Staff and Students at evacuation sites.

## **Searches**

Note: Look for an object that does not belong.

A bomb can look like an ordinary object, such as a knapsack, briefcase or lunch box. Be aware of objects that do not belong or that someone does not claim, such as an unattended briefcase.

Campus Safety and Security Personnel and Staff members may be asked to assist Law Enforcement with a search of the School buildings. If a search is conducted, the below protocol will be followed:

**The school buildings will be divided into sections and each section will be assigned to Search Teams as follows:**

**Instructors:** Search your immediate classroom.

**Physical Education Instructors:** Search gym, locker rooms, and halls near these areas.

**Librarians:** Search library, storage rooms, and any associated areas.

**Cafeteria Personnel:** Search kitchen, cafeteria, and storage areas.

**Custodial Personnel:** Search custodial areas, storage room, stairwells, auditorium, building perimeter including trash cans, and equipment room.

**Administrative Personnel:** Search administrative areas, hallways, and empty classrooms. Check hallways to identify unchecked areas. Administrators will be assigned sections of the school to be sure all areas have been searched.

**Campus Safety and Security Personnel:** Search bathrooms, hallways and assist administrators. Also assist in searching areas not already searched. Assist Law Enforcement Officers at scene with search of areas.

## **Search Procedures**

Search teams should be comprised of two people whenever possible.

1. Stand in center of room and stand still and listen for unusual noises. If there are two searchers go to opposite sides of the room.
2. First Search: Divide room into two levels. First search floor and all areas up to window sill height or three feet from floor.
3. Second Search: Search areas from three feet to top of head. Move in circular motion around room to starting point.
4. Third Search: Search top of head to ceiling.
5. Fourth Search: Search ceiling, structural supports, window AC units, and light fixtures.

At the completion of a room search where no suspicious item is found, the person who searched the room will place a sheet of paper on the exterior of the door or on the outside doorknob marked with a half "X". When Law Enforcement completes their search of the same room they will complete the "X" thus marking that the room in question was searched and is clear.

### **If a suspicious item is found:**

1. Do not approach, move, or touch any suspicious item.
2. Report the exact location and an accurate description of the object to police or Campus Safety and Security Personnel. At this point the incident becomes a police matter and control of the scene transfers.
3. Identify the danger area and immediately evacuate the building. Be sure evacuation takes place away from danger area and at least 300 feet from building.
4. Do not allow re-entry into building until Law Enforcement informs you that it is safe to do so.

### **Event conclusion:**

1. Account for all students and report any missing Students to Campus Safety and Security.
2. Critique incident to determine what improvements, if any, may be required to properly execute this procedure in the future.