

SCHOOL DISTRICT OF MAYVILLE

ADMINISTRATIVE DIRECTIVE 723.2

EMERGENCY PROCEDURES IN THE EVENT OF A BOMB THREAT

In the event of a bomb threat, the building is to be immediately evacuated. This means that students are not allowed to go to their lockers for coats, caps, umbrellas or other personal belongings, but are to immediately leave the building and remain at least 100 feet away from the building. The same procedures will be followed as those followed for a fire drill. Teachers are instructed to stay with their student groups as they evacuate the building.

Once the building is evacuated, these procedures are to be followed:

1. Immediately upon reaching the 100-foot distance from the building, the teacher will take a head count and determine that all of the students are present. Once that determination has been made, the teacher will take the class to a pre-determined assembly point. These assembly points are:
 - a. High School – the north end of the parking lot
 - b. Middle School – the football practice field
 - c. Park View Elementary School – the area around the tennis courts and the pool house, located on the south east corner of the lot
2. The principal/designee will report to the designated assembly area for the building in question. At that time, he/she shall take charge of the students and teachers to prepare for an evacuation, if one is felt appropriate. Teachers and their classes are to remain in the assembly area unless directed by the principal/designee to do otherwise.
3. Not until after law enforcement personnel have secured the building will students and staff be allowed to return to classes.
4. As soon as possible upon return, the staff and students shall be appraised of the situation leading up to the bomb threat and search, and shall be directed as to what their procedures should be relative to the students from that point on.
5. Upon being contacted by the person receiving the bomb threat, the police have agreed that their responsibility shall be to contact the Mayville City Streets Crew and the Mayville Fire Department. It shall be the responsibility of the City Crew and Fire Department to block off the streets and serve as traffic control during the time of the search. The City Crew and Fire Department will not participate in the search, but will be there on a stand by basis should there be a need for their services.
6. In most cases it is expected that the search of the building will take a minimum of an hour or more. In those cases, the students will be evacuated to the designated shelter area (bus garage), however, in some cases it may be possible to search the building in less time. In those instances, if it is fair weather, the students will remain in the designated assembly area. If there is inclement weather, buses will be brought to the site and the students would be put on the buses to get them inside.