

SCHOOL DISTRICT OF MAYVILLE

723.2-Rule

GENERAL PROCEDURES FOR DEALING WITH BOMB THREATS

1. Upon Receiving a Bomb Threat Call

- a. Keep the caller talking as long as possible, while signaling some else that you are receiving a bomb threat. Under no condition should the telephone be hung up, even if the caller is no longer on the phone.
- b. Remind the caller that lives are involved.
- c. Ask the caller:
 - (1) Why the bomb was placed?
 - (2) How the bomb was made?
 - (3) Where the bomb was placed?
- d. The person receiving the threat shall immediately notify:
 - (1) the building principal or designee,
 - (2) the police, and
 - (3) the District Administrator.
- e. The principal or designee shall immediately order the evacuation of the building.
 - (1) Direct teachers and students that this is a bomb threat evacuation, and fire drill procedures will be followed. Teachers must keep the students at least 100 feet from the building. (Do not allow students to stop at lockers for coats, caps, umbrellas, or other personal belongings.)
 - (2) Maintenance personnel will be instructed to turn off gas lines at the direction of the Director of Operations, if deemed appropriate.
 - (3) After the initial telephone calls have been made and announcements have been made to clear the building, the telephone and public address system shall immediately be turned off.

2. Search of Building - The search of the building will be conducted by the proper authorities.

- a. After search of building has been completed and no explosive device has been found, the students will be allowed to re-enter the building, once released by the proper authorities.
- b. All information regarding the bomb threat, or suspicion of the person telephoning the bomb threat, will be given to the police for prosecution.

APPROVED: November 16, 1970

ADOPTED: December 14, 1970

REVIEWED:

REVISED: November 17, 1975; November 3, 1986; April 2, 1990; February 7, 1994,
January 7, 2002

Signatures of School Board Members:

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