

BOMB THREAT PROCEDURE

1. In the event that a bomb threat is received, the following procedure should be implemented:
 - a. Evacuate and clear the school at once. Students should be moved as far from the building as safety permits.
 - b. Dial 911 and report a bomb threat. Notify your area superintendent who shall be responsible for informing the Special Investigative Unit.
 - c. Each school should arrange for voluntary members of the staff - instructional and noninstructional - to visually scan a pre-assigned area. Any strange object or information of interest should be called to the immediate attention of the police officer in that area.
 - d. As soon as possible, return the students to their classes and advise the area superintendent of the results.
2. Log the bomb threat calls with as much information as possible, i.e., date, time, male or female voice, possible age of the caller, exact wording and any other pertinent information.
3. Where students man the switchboard, the student should be replaced by an adult after the first phone threat is received.
4. It is imperative to report as much information as possible so that the necessary investigation to identify the caller can be instituted by the respective law enforcement agency, the security representative of the telephone company and the Board's Special Investigative Unit investigators.

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