

# REGULATION

## COLLINGSWOOD SCHOOL DISTRICT

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BOMB THREATS

### **R 8420.2 BOMB THREATS**

#### A. Definition

A “bomb threat” consists of a message to a school employee, regardless of the source or form or truth of the message, that someone has placed or intends to place in the school an explosive device or any material that will cause significant harm to persons in the school or damage to school property.

#### B. Receipt of Bomb Threat

1. A bomb threat received by any school employee will be immediately relayed to the school principal or the person designated to act on behalf of an absent principal.
2. A written bomb threat should be placed in a folder or a folded paper and should be handled as little as possible.
3. If possible, a telephoned bomb threat should be transferred to the Principal.
  - a. The Principal or other person who talks to the caller will attempt to keep the caller on the line as long as possible and will alert a third party, who will attempt to trace the call through the telephone company.
  - b. The person talking to the caller should attempt to obtain, by direct questioning and by listening to background clues, and record in writing as much information as possible about
    - (1) The alleged bomb (e.g., its nature, size, specific location, detonation time);
    - (2) The caller (e.g., name, location, gender, age, background, motive);
    - (3) The identity of the person who placed the bomb, if the caller denies responsibility;  
and
    - (4) The means by which the bomb was delivered to the site.

#### C. Response

1. The Principal will immediately call:
  - a. The Police Department,
  - b. The Fire Department, and
  - c. The Superintendent's office.



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2. The Principal shall determine to evacuate the school building. The evacuation will be conducted in accordance with the fire drill procedures established in Regulation No. 8420.1, with the following exceptions:
  - a. The fire drill alarm will include a building designated code to indicate that a bomb threat has been received;
  - b. Teachers will conduct a quick survey of their classrooms for any suspicious or unfamiliar object;
  - c. If the Principal determines that time permits, pupils will empty their lockers and leave them unlocked;
  - d. Teachers will leave the windows and doors of their vacated rooms open; and
  - e. Pupils will be escorted to a waiting place at least 350 feet from the school building.
3. The Principal will quickly form a search team of volunteer teachers, office and cafeteria workers, custodians, and administrators to conduct a superficial search of the entire school premises.
  - a. Searchers will examine the portions of the building with which they are most familiar. Particular attention will be given to stairways and hallways near building entrances and to any sign of a forced entry into the school.
  - b. No walkie-talkie or other radio transmission device shall be used in the conduct of the search.
  - c. Each searching party will report back to the Principal the results of its survey.
  - d. Any suspicious or unfamiliar object will be immediately reported to the Police Department, which will send a bomb disposal unit to the school. Any such object shall not be touched or disturbed in any way by a school employee.
4. If an object is reported to the Police Department and the school has not already been evacuated, the school shall be immediately evacuated in accordance with the evacuation procedures set forth in ¶C2.
5. If the search team finds no suspicious or unfamiliar object or after the bomb disposal unit removes the object, the Principal will sound the recall signal to bring pupils back into the school building. The regular instructional program will be resumed as quickly as possible. If the bomb threat disruption has occurred late in the school day, the Principal may recommend to the Superintendent that the school be closed and pupils dismissed.



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6. All bomb threat procedures will be conducted with seriousness and dispatch. It is the intention of these regulations that the school community be protected against harm without conferring notoriety on the person who threatens harm.
7. In the event an explosion occurs, school officials and staff members will respond in accordance with procedures in Regulation No. 8420.3.
8. The Principal will submit to the Superintendent a written report of each bomb threat received, the steps taken in response, and the outcome of the threat.

Adopted: September 26, 2005

