

# Bomb Threats

Employees receiving or discovering a bomb threat or similar emergency should immediately notify the police at 911, the Principal, and the Diocesan Superintendent of Schools.

**NOTE:** *Do not use radios. Radio transmission may set off a bomb.*

## Procedure

1. The Principal will notify personnel and staff.
2. After notifying the police, evacuate the building if directed to do so by the police.
3. If the bomb threat is received by telephone, alert other key personnel that a threat is being received through a prearranged signal. Use the building's silent emergency plan.

If the bomb threat is received by telephone, ask the caller these questions.

- When will the bomb explode?
- Where has the bomb been placed?
- What does the bomb look like?
- What kind of bomb is it?
- Why was it placed in this building?
- Who put it here?
- Who are you?

Keep the caller on the phone as long as possible. Record the following information for police and school administration:

- the time of the call.
  - the date of the call.
  - the exact words of the caller.
  - the sex and age of the caller.
  - the caller's speech pattern or accent.
  - any background noises.
4. If a suspected bomb is received by mail or if a suspicious object is discovered, follow these guidelines.
- If the object is received by mail, do not handle the package unnecessarily. If a suspicious object is discovered, do not attempt to touch or move the object.
  - Evacuate the building immediately.
  - Call 911 and the Diocesan Superintendents of Schools from a phone outside the building.
  - Secure the area to prevent re-entry.
  - Follow the building's emergency plan as you wait for police to arrive.
  - Notify required school authorities.