

EAST ALLEN COUNTY SCHOOLS

BOMB THREAT PROCEDURES

- I. When a bomb threat call is received, the recipient of the call should attempt to delay the caller and ask the questions on the Bomb Threat Card under all telephones.

Questions to ask:

- A. Where is it?
 - B. What kind of bomb is it?
 - C. When is it going to explode?
 - D. What does it look like?
 - E. When did you place it in the building?
 - F. What part of the building is it in?
 - G. What is your name?
 - H. Why?
- II. After the caller hangs up, notify the building principal and do the following:
- A. CALL Fire and Police Departments, get name of person receiving your call.
 - B. CALL Superintendent's office.
 - C. The principal shall evacuate the building, using the fire drill procedure.
 - D. Statement to the School, over the intercom, shall be "Attention please, teachers, we will have a fire drill immediately." This will alert the teachers that it is a bomb threat, but allow for an orderly evacuation.
 - E. No one will re-enter the building until directed to do so by the EACS Administrative Staff.
- III. After you have notified the principal and Superintendent's Office, set down in writing the following information:
- A. Date and time call received
 - B. Time the bomb is to go off
 - C. Sex of the caller
 - D. Approximate age of caller
 - E. Length of call
 - F. Number at which the call was received
 - G. Description of caller's voice
 - H. Background sounds
 - I. Threat language

IV. Central Office Procedures:

- A. The Director of Facilities will be notified and sent to the site.
- B. The Director of Transportation will be notified to be on standby, to provide buses as needed.
- C. At least one Central Office Administrator will be sent to the site.
- D. Media report will be issued by the Superintendent.

INSTRUCTIONS

Notify your building supervisor immediately after receiving a bomb threat. Do as the supervisor advises. Afterwards, complete this form and give to your building administrator.

QUESTIONS TO ASK DURING THE THREAT

1. WHAT KIND OF BOMB IS IT?

TIME BAROMETRIC ALTITUDE ANTI-HANDLING

2. DID YOU PLACE THE BOMB?

3. WHEN IS THE BOMB GOING TO EXPLODE?

4. WHAT DOES IT LOOK LIKE?

5. WHERE IS IT RIGHT NOW?

6. WHY?

7. WHAT IS YOUR NAME?

8. WHAT IS YOUR ADDRESS?

EXACT WORDING OF THREAT

SEX OF CALLER	RACE
AGE	LENGTH OF CALL
NUMBER AT WHICH CALL WAS RECEIVED	
TIME	DATE

REPORT CALL IMMEDIATELY TO:

CALL 911

BOMB THREAT

(“X” all applicable items)
DESCRIPTION OF CALLER'S VOICE

<input type="checkbox"/>	CALM	<input type="checkbox"/>	NASAL
<input type="checkbox"/>	ANGRY	<input type="checkbox"/>	STUTTER
<input type="checkbox"/>	EXCITED	<input type="checkbox"/>	LISP
<input type="checkbox"/>	SLOW	<input type="checkbox"/>	RASPY
<input type="checkbox"/>	RAPID	<input type="checkbox"/>	DEEP
<input type="checkbox"/>	SOFT	<input type="checkbox"/>	RAGGED
<input type="checkbox"/>	LOUD	<input type="checkbox"/>	CLEAR THROAT
<input type="checkbox"/>	LAUGHTER	<input type="checkbox"/>	DEEP BREATHING
<input type="checkbox"/>	CRYING	<input type="checkbox"/>	CRACKING TONE
<input type="checkbox"/>	NORMAL	<input type="checkbox"/>	DISGUISED
<input type="checkbox"/>	DISTINCT	<input type="checkbox"/>	ACCENT
<input type="checkbox"/>	SLURRED	<input type="checkbox"/>	FAMILIAR

IF VOICE WAS FAMILIAR, WHO DID IT SOUND LIKE?

BACKGROUND SOUNDS

<input type="checkbox"/>	STREET NOISES	<input type="checkbox"/>	ANIMAL
<input type="checkbox"/>	CROCKERY	<input type="checkbox"/>	CLEAR
<input type="checkbox"/>	OFFICE MACHINERY	<input type="checkbox"/>	FACTORY MACHINERY
<input type="checkbox"/>	VOICES	<input type="checkbox"/>	STATIC
<input type="checkbox"/>	PAS SYSTEM	<input type="checkbox"/>	LOCAL
<input type="checkbox"/>	HOUSE NOISES	<input type="checkbox"/>	LONG DISTANCE
<input type="checkbox"/>	MOTOR	<input type="checkbox"/>	BOOTH
<input type="checkbox"/>	MUSIC	<input type="checkbox"/>	

OTHER (Explain)

THREAT LANGUAGE

<input type="checkbox"/>	WELL SPOKEN (Educated)	<input type="checkbox"/>	MESSAGE READ BY THREAT MAKER
<input type="checkbox"/>	FOUL	<input type="checkbox"/>	INCOHERENT
<input type="checkbox"/>	IRRATIONAL	<input type="checkbox"/>	TAPED

REMARKS

PERSON MAKING REPORT

BUILDING LOCATION

TEL. NO.	DATE
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CALL 911

FOLD ON DASHED LINE AND PLACE UNDER TELEPHONE