

BOMB THREATS

I. Purpose

To establish procedures for handling bomb threats.

II. Procedures

The following procedures shall be followed whenever a telephone bomb threat is received at a Portsmouth City Public School:

WARNING: Because detonating devices are activated by radio waves, use of two-way radios should be avoided within 300 feet of the building or suspected location of the explosive device.

A. Person Receiving the Call

1. Have someone else also listen to the call if possible.
2. Take notes for the police investigation. Record caller's exact words.
3. Attempt to determine the caller's gender, accent, or other distinguishing speech characteristics.
4. Listen for background noises that may help in identifying the location of the caller.
5. Ask caller for the following information:
 - a. Time of detonation.
 - b. Location of the explosive device.
 - c. Type of explosive device.
 - d. Physical appearance of the device.
 - e. Reason device was placed at the school.
 - f. Caller's name.
6. If your phone is direct service, attempt to identify the number from which the person is calling by the following procedure when the caller hangs up (this procedure will not work on some telephone systems):
 - a. Hang up. Immediately pick up the same phone and dial 10, and then hang up the phone. This will flag the calling number at the telephone exchange. Note the exact time this is done. The police will retrieve the information later.
 - b. When police arrive, inform the investigating police officer that you completed the above procedure and give him or her the number of the phone you received the call on and the time you performed the procedure.

(continued)

B. Principal or Designee

1. Ensure proper notifications are made.
2. Decide if the building will be evacuated. This decision should be made based on all available information. The police will offer guidance, but the decision is the responsibility of the school official.
3. If evacuation is necessary, conduct evacuation using fire drill procedures; any requirement for prior notification to school security may be omitted. Students should be evacuated to a location at least 300 feet from the building.
4. If events warrant, request a building search. The search should be supervised by police, but school personnel should provide any assistance requested.

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