

## **RSU #23 School Department Bomb Threat Procedures**

This protocol is developed for anyone who may be involved in a bomb threat to the RSU #23 School Department schools. It is for general usage throughout the district as part of the RSU #23 School Department Comprehensive Emergency Management Plan. Each individual building may have certain steps that can supplement this protocol. The goal is to have a consistent system throughout RSU #23 School Department. The procedures below are to be used as required by Policy EBCC, section C – Development of Bomb Threat Procedures.

Suggested ideas for implementation:

- School administrators will do a yearly review of these procedures with law enforcement personnel and school safety teams. All staff within each building will also do a yearly review. Students will be informed of the proper procedure within the first 30 days of the school year.
- Yearly trainings for law enforcement personnel and search teams on building layouts will also be done.
  - Rationale – Search Team should include people that are familiar with the building. The Search Team cannot consist of people that are coming in with little to no knowledge. Search Teams are designed to locate things that are out of the ordinary and to report their location. If an item(s) is found, they are to back out, note the location, and report any information to whoever has command.

### Role of School Personnel

- Determine if a credible threat has been made and begin recording information as required, using RSU #23 School Department Bomb Threat Checklist (EBCC-R2). The Bomb Threat Checklist will be visible and kept near all telephones that can receive incoming calls.
- Contact 911 first, and then the Superintendent's Office with information obtained (if possible, this information may be called in to 911 at the same time the threat is being determined).

- Law enforcement personnel will be in charge of all school buildings once they arrive to address a bomb threat.
- The building administrator will contact personnel necessary to assist in searching the building (if required).
- Determine (with law enforcement personnel oversight, based on the information obtained) whether to evacuate the building or not.
  - ◆ If no evacuation is needed
    - Assist the law enforcement and safety personnel when they arrive, share all known information and help develop a strategy for searching the building (if necessary).
    - Keep students and staff in their rooms using either a lockdown (Code Red) or a building announcement asking them to stay in their rooms until released by law enforcement personnel/School Administrator.
    - If students and staff are required to relocate within the building to a different area, clear the largest room(s) and route to that location first, so you can move students to this location(s). Students and staff should not bring coats or bags with them. Staff should bring all materials that they would normally bring for relocation off school grounds (class lists, student materials, emergency contact information).
  - ◆ If a school evacuation is needed (Code Green)
    - Follow regular Code Green procedures to evacuate the building.
    - Contact the Transportation Department to have off site travel available, if needed.
    - If offsite relocation is required, follow normal RSU 23 procedures. Have an administrative contact(s) stay at the building to work with the Police and safety personnel.
- If law enforcement and safety personnel give the “all clear” signal, re-enter the school.

Legal Reference: EBCA-Comprehensive Emergency Management Plan (Formerly:  
Crisis Response Plan)

Adopted: 1/8/14