

*Adopted:* 12/17/96  
*Revised:*

800 Buildings/Sites

## **804 BOMB THREATS**

### **I. PURPOSE**

The purpose of this policy is to assign responsibility and provide general guidelines to the school administration when bomb threats occur.

### **II. GENERAL STATEMENT OF POLICY**

The superintendent shall be responsible for developing and implementing a detailed plan to be followed in the event of a bomb threat. When approved by the school board, the plan shall be attached as an addendum to this policy.

### **III. PROVISIONS OF PLAN**

The plan shall address at least the following:

- A. Procedures to be followed upon receipt of a bomb threat.
- B. Procedures for notification of law enforcement officials.
- C. Procedures for evacuation of the building.
- D. Procedures to make decisions on returning to the building by students and staff.
- E. Procedures for continued supervision of students during the building evacuation process, the waiting period during the building inspection and throughout the return of students to the building.
- F. Procedures for creating and maintaining records related to the threat.
- G. Procedures for providing notice to parents and the public, including the media.

#### ***Legal References:***

***Cross References:*** MSBA Model Policy 803 (Warning Systems and Emergency Plans)