

Adopted: 1995-96

Revised: _____

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. This has been approved by the school board and the plan is 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)

DELANO HIGH SCHOOL / DELANO MIDDLE SCHOOL

PROCEDURES IN EVENT OF BOMB THREAT

1. We must evacuate the building as soon as possible. If a bomb threat is phoned to the high school or middle school, whoever receives the call should immediately phone 911. This will summon the Wright County Sheriff's Department, the Delano Fire and Rescue Squad, and the Federal Bureau of Investigation.
2. All students will be bused to other school property. They will not be released from school.
3. Stahlke Bus Company should be called immediately and 14 buses will arrive as soon as possible for loading in the front of the high school. If sufficient drivers are not available, students will be shuttled to the designated location.
4. All high school students will be transported to the Community Education Center. Middle school students will be transported to the elementary building.
5. High School students will be accompanied by the homeroom teachers assigned to them. Teachers must accompany students on the bus and stay with the students until they either return to the high school / middle school or are released to go home.
6. The building will be searched by civil defense personnel. Students will return to classes when an all clear has been given.
7. No school personnel should make statements to the media regarding a bomb threat. Also, it is important to underdramatize the event while at the same time realizing its seriousness.