

KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION

Bomb Threats - Guidelines for Dealing with Bomb Threats

Series: C09A

Reference: Kanawha County Board of Education Policy C08

Issued: August 14, 1975

Revised:

Revision Number:

Principals should not ignore bomb threats in the schools on the assumption that they are mere pranks. Any bomb threat must be regarded as a possible danger to lives and safety of all persons in a school building.

In addition to reporting all bomb threats to the Office of the C&P Telephone Bomb Threat Coordinator, Charleston, WV (telephone 344-7157), it is recommended that the following guidelines be adopted as standard procedures. Although each school must formulate its own specific plan, all plans should include the following provisions:

1. Efforts must be made to determine whether the called threat came from a male, a woman, or a child.
2. The person taking the call must notify the principal at once. (If the principal is not available, the person in charge is to be notified.)
3. The principal, or his substitute, will notify all classrooms immediately. The building will be evacuated as during a fire drill. A predetermined place of assembly for all personnel must be established and utilized at a safe distance from the school.
4. During the evacuation, or immediately following, the principal and/or persons designated by him, will call the following and report the threat to them:
 - a. Telephone Company (Report the time the call was received and request wire tap equipment.)
 - b. Department of Elementary and/or Secondary Schools
 - c. Office of Transportation
 - d. Local Police
 - e. Fire Department
 - f. Department of Facilities Operations
5. The building principal should double check to make sure the building has been completely evacuated.
6. Staff members should account for all students. Names of missing students should be requested by the principal.

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7. The principal will meet with key personnel, the police, and County Superintendent of Schools or his representative, to determine the follow-up procedure.

8. If it is decided to send the children home, care must be exercised to eliminate any hazards to them. Students who walk should have patrol protection and transported pupils must board the proper bus.

9. The principal will submit to the Central Office a written report in duplicate of any bomb threat incident. Included should be all essential facts, such as time, procedures followed, et cetera.