

These instructions were received from the Connecticut State Emergency Management & Homeland Security.

BOMB THREAT ANNEX

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- A. Bomb Threat
- B. Bomb Threat Checklist
- C. Suspicious Package

Bomb Threat

Phone Call Recipient:

Upon receipt of a bomb threat by telephone, use the bomb threat incident form to write down information from the caller. Make every effort to:

- Keep caller on the phone as long as possible. DO NOT HANG UP: If possible, signal for someone to listen with you
- If student answers the phone, get an adult to the phone as soon as possible
- Signal to someone to alert the Main Office
- Write down everything the caller says
- Use Bomb Threat Checklist (see next page) ASAP and ask questions on checklist
- Identify background noises
- Note distinguishing voice characteristics
- After call, write down impression of caller
- Dial 9-*57 for a phone trace before dialing any other number

Written Threats:

- Handle the item as little as possible
- On a separate piece of paper, re-write the threat exactly as it reads. On this copy, also record:
 - Where the item was found
 - The date and time you found the item
 - Situations/conditions surrounding discovery
 - Any other person you are aware of who saw the threat
- Secure the original item. If small, place in a bag or envelope
- **DO NOT** - fold, crumple, tear, or mark the item in any way
- If on a large object, secure the location
- Notify the School Decision Maker of the threat

E-Mailed Threats:

- Leave the e-mail message open on the computer
- Notify the School Decision Maker and the IT department, of the threat
- Print, photograph, or copy down the message (Include the header of the e-mail)
- Save the e-mail
- Leave the e-mail open until assistance arrives

Verbal Threats:

- Detain the person making the threat, if possible and practical.

- If the person who made the threat leaves, note in which direction. If possible and safe, follow them at a discreet distance. Have another staff member notify the School Decision Maker.
- Note description of the person making threat:
 - Name, if you know them
 - Race, Sex, Type and color of clothing
 - Body size, Hair color, Distinguishing features
- Write down the threat exactly as it was communicated to you:
 - Exact wording
 - Who made the threat
 - The date and time of the threat
 - Location of person who made the threat
- Notify the School Decision Maker, if someone else has not already done so.

Suspicious Objects:

If a suspicious object is found

- Do not touch it
- Notify an administrator
- Evacuate immediate area
- Place a “Keep Out” notice in area

If evacuation is warranted:

- Students and staff will remove their own personal items only (i.e. book bag, backpack, clothing or briefcases)
- School officials should pre-check evacuation route and pre-designated meeting area for any suspicious items or packages

Teachers:

When informed of need to evacuate due to bomb threat:

1. Open windows and leave classroom door open.
2. Leave light/computers on
3. Do not use radios as they might activate the bomb
4. Evacuate via safe route
5. Ensure students are at least 500 feet away from the building
6. Follow evacuation procedures

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