

Sparta Area School District

Administrative Rule 172 – Bomb Threat Response

When a bomb threat is received by telephone call, the recipient should obtain as much information as possible using the bomb threat report form as a guide. This guide should be kept conveniently close to the telephone. After a caller hangs up, the person receiving the call should alert the phone company immediately.

School personnel should report threats immediately and preserve any and all evidence related to threats.

Appropriate law enforcement (Sparta Police Department or Monroe County Sheriff's Department) and the Fire Chief will be notified of threats. The transportation office will be alerted in case busses are needed.

A pre-arranged uniform district code will be established to inform staff in an affected school of a bomb threat so that search procedures can be initiated.

Buildings should have a list of staff who have expressed willingness to participate in building searches, when needed. These staff, if available, will be called to the office and given instructions.

Suspicious objects, including objects with unusual sounds or smells, and their locations should be reported to the office but left undisturbed and the immediate area secured. The search process should continue to ascertain that other areas are clear.

Each threat will be evaluated by administration based upon its credibility or "threat level".

- Low Level: Caller or message indicates school will be bombed, but no statement of type of device, time, or specific location. Caller hangs up quickly.
- Medium Level: Caller or message identifies size, location or type of bomb. Caller stays on the line longer. Provide reason for the action.
- High Level: Caller or message advises type, power, location or time of detonation. Stays on the line longer or make multiple calls. May exhibit knowledge of bombs beyond normal. May make a demand.

When possible, police will be asked to check evacuation sites in the proximity of the school prior to evacuation. If evacuation is chosen, the preference is "hard structure to hard structure" evacuations.

Cell phone use by students is prohibited. This includes evacuations on or off school grounds while students remain under school supervision. Staff should not use cell phones in the vicinity of school during a bomb threat.

If evacuation of the high school is warranted, Lawrence Lawson School personnel will be notified.

Bomb Threat Response Kits will include appropriate door and locker keys, building floor plans, flashlights and batteries, and stickers. A bolt cutter should also be available.