Regulation 2002-1
Bomb Threats

In the event of a bomb threat, employees will be expected to assist with a search for suspicious items and assist with removal of students from the school building when necessary.

I. Bomb Search Plan

Information on searching for a potential bomb should be shared with employees on an annual basis.

A. Presenting the Bomb Search Plan

1. A word of advice: Make it very clear from the beginning that this is a bomb search and communications plan and not a bomb disposal plan. NOBODY but a bomb disposal expert should ever touch a suspected bomb. People will be much less apprehensive and more willing to cooperate if they understand that they are not expected to handle a bomb – but merely to search for it and report their findings.

2. Why an employee bomb search plan?

Recent studies have shown that the safest approach to a bomb scare is not immediate arbitrary evacuation. Bombers with limited access very often place their devices close to outer entrances and exits and that means that, instead of moving to safety, evacuating personnel may be moving closer to the bomb. It is advisable, in most cases, that everybody stay put until the situation is quickly evaluated. The people who can help most in a successful evaluation are the employees themselves. They alone know what does and does not belong in their work areas.

Bombs don't always look like bombs or tick like bombs. Only the person who works in a specific area every day can tell if the cookie box or the galoshes really belong there. A stranger conducting the search simply wouldn't have a chance. REMEMBER: NOBODY can afford to ignore any bomb scare. Failure to perform a reasonable search, and deaths or injuries from subsequent explosions, could find the administration staff, and Board financially liable and charged with criminal manslaughter.

3. What should they look for?

In the case of an "open bomb" (where the elements are readily visible), inexperienced people can be easily trained to recognize dangerous devices. But if the bomb is "closed" type, it can look like anything. Bombs have been concealed in cookie boxes, oatmeal boxes, pop cans, paper bags, cloth bags, pipes, letters, hand-delivered packages, socks and other items of clothing, newspapers, carrying cases of all descriptions, even lunchboxes.

A suspicious package or object might be considered suspect for any number of good reasons.

a. It might actually be labeled with the words "bomb" or "explosive" or "danger, do not open" or "call the FBI" or some other equally obvious slogan intended to attract attention and frighten the person who finds it.

b. It might fit the description or location or other conditions set forth in the actual bomb threat. (i.e., If the caller says there's a bomb in the reception room, and you find a strange package in the reception room, it could very well be the bomb.)

c. It might be out of place and nobody knows why or where it came from. (i.e., A strange tool box left in the computer room, a taped up cookie box in the women's lounge, an unclaimed attaché case in the reception room, etc.)

d. It might be making funny noises.
4. Where should they look?

At your first training meeting, each person present should be assigned a specific area of search responsibility. Have a large floor plan indicating every space and sectioned off into search areas. Give each area a number or a letter or a color or a combination of all these; whatever your code, make it clear and simple. At the meeting, you identify and show each person his/her area of search responsibility, perhaps even marking his/her name in the proper space for added visibility, making very sure he/she understands exactly what his/her area covers.

Once your search plan goes into effect, this coded floor plan should be kept at the side of the designated administrator - the person whom you select to be in charge of coordination of all bomb searches. His/Her area is generally called the Command Post.

In addition to specific individual work areas, there are several other easily accessible "general" areas that should be searched both inside and outside the building. They are: near the entrances (inside and out), at the exits (inside and out), on the roof, in waste receptacles, restrooms, phone booths, storerooms, stairwells, hallways and even cars parked in close proximity to the building. (Your individual situation may offer even more of these "general" areas. You would be wise to survey and note such possibilities at the outset. Custodians or janitors are the best people to handle a search of these general areas since they have access to keys and are more familiar with the side rooms of the buildings as well as the outer perimeters.)

Make sure that every area gets searched at least once.

II. Contact with the Caller

The following procedures should be followed when a bomb threat is received at a school site:

**NORMAN PUBLIC SCHOOLS BOMB DATA**

**QUESTIONS TO ASK: CALLER'S VOICE:**

1. When is bomb going to explode?  ___Calm ___Nasal ___Angry ___Stutter
2. Where is it right now?  ___Excited ___Lisp ___Slow ___Raspy
3. What does it look like?  ___Rapid ___Deep ___Soft ___Ragged
4. What kind of bomb is it?  ___Loud ___Clearing throat ___Laughter
5. What will cause it to explode?  ___Deep breathing ___Crying
6. Did you place the bomb? and Why?  ___Cracking voice ___Normal
7. What is your address?  ___Disguised ___Distinct ___Accent
8. What is your name?  ___Slurred ___Familiar ___Whisper

If voice is familiar, who did it sound like?

**EXACT WORDS OF THE THREAT:**

________________________________________

________________________________________

**BACKGROUND SOUNDS:**

___Street noises ___Machinery ___Crockery ___Animal noise ___Voices ___Clear
___PA System ___Static ___Music ___Local ___
House noises
Long distance
Motor
Booth
Office machinery
Other
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THREAT LANGUAGE: ________________________________________________

______Well spoken ______Incoherent _____Taped

_____Foul _____Message _____Irrational

REMARKS:

Sex of Caller: ________________

Age: ___ Length of call: ________________

Number at which call is received: __________________________

Report call immediately to: ________________________________

Time: ___________ Date: ______________

Name: __________________________

Position: ________________________

Phone#: ______________________ date: ______