

JAY SCHOOL DEPARTMENT

NEPN/NSBA Code: EBCC

BOMB THREATS

In an effort to ensure that uniform procedures are followed in each building, the following procedures should be followed in all schools when a bomb threat is received.

Personnel likely to answer telephone calls will be instructed to gather as much information as possible when a call is received.

The building principal, superintendent, and local police are to be notified immediately of a bomb threat.

Students are to be evacuated calmly and quietly from the building. Discretion should be used during cold or inclement weather regarding getting coats or other clothing.

Following a check of the building, the superintendent will decide whether the students will re-enter the building or be dismissed.

Each school administration will develop its own intra-school procedures for searching the building.

Adopted: DECEMBER 4, 1997