



Bombs and Threats
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Carbon County School District #1



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Bombs and Threats



[Bomb Threat Checklist](#)



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Bomb Threat Checklist

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Bomb Threat Checklist (Phone)

Reportable Incident

Bomb Threat Checklist (Phone)

1. **Stay Calm.** Take a deep breath and focus on what the caller says.
2. **Keep the caller on the phone** as long as possible unless detonation is imminent. If imminent refer to Bomb threat procedures.
3. **Ask the questions** in the bomb threat checklist, on the back of this card.
4. **Complete the Bomb Threat Checklist** on the back of this card.
5. **Immediately contact the designated Administrator who will call 911.**
6. **Cell phones and electronic devices must not be used.** They can trigger some types of bombs.
7. **DO NOT TOUCH** anything suspicious.
8. **Lockdown** the building according to instructions from your Administrator.



Bomb Threat Procedures (Located)

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Bomb Threat Procedures (Device Located)

Reportable Incident

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Overall Procedures

1. Upon discovery of a suspicious device, immediately notify the Administrator.
2. If a device is located in a classroom, immediately and calmly evacuate.

Under no condition, attempt to touch or move the device.

Turn off cell phones or electronic devices – they can activate explosive devices.

Administrator/Head Teacher's Responsibilities

- Upon notification of a device located:
- Don't forget... there may be more than one device.
- [Call 911](#); use only landlines.
 - Notify central office at [307-328-9200](#).
 - Activate Bomb Threat Response Protocol if appropriate.

Staff's Responsibilities

- Call school office on school telephone, not cell phone.
1. Wait for decision on whether to **lockdown** or evacuate.
 2. If **lockdown** is ordered, follow **lockdown** procedures.
 3. If evacuation is ordered, follow evacuation procedures as directed by the Administrator.
 4. Staff should look for and report all suspicious objects to the Administrator immediately.
 5. Once evacuated, stay in your designated areas until you are told it is safe to return to the building.

PM Custodial Responsibilities

- Same as *Administrator/Head Teacher's Responsibilities* except do not call Central Office.
- Call the "On-Call" Supervisor for further direction.

THREAT LEVELS

Possible Responses to Threat Levels

(Always Consider Totality of Circumstances)

Possible Responses	Low	Medium	High
Full Evacuation	Consider	Consider	Strongly Consider
Partial Evacuation	Consider	Consider	Strongly Consider
Explosives Detection Canine	Consider	Strongly Consider for Lockers	Strongly Consider
Secure Mode- Remain in Secure Location	Strongly Consider	Strongly Consider	Strongly Consider

Protracted Secure Mode -- Limited Class Changes -- Limited School Access	Consider	Consider	Strongly Consider
Access Control	Consider	Strongly Consider	Strongly Consider



Suspicious Package Threat

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Suspicious Packages/Bomb Threats

Reportable Incident

Suspicious Packages are any items capable of concealing or containing harmful substances that have been left unattended and/or visibly shows indicators of posing a potential threat.

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Characteristics of Suspicious Packages

- Excessive postage
- Handwritten or poorly typed addresses
- Misspellings of common words
- Strange return address or no return address
- Incorrect titles or title without a name
- Not addressed to a specific person
- Marked with restrictions, such as "Personal," "Confidential," or "Do not x-ray"
- Marked with any threatening language
- Postmarked from a city or state that does not match the return address.

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Key Appearances

- Oily stains
- Discolorations
- Odor
- Excessive packaging material
- Excessive weight
- Ticking sound and/or protruding wires or aluminum foil

Additionally, items such as briefcase, gym bag, suitcase, etc. may be deemed suspicious solely because it is discovered unattended in a public place or near a sensitive facility.

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What to Do with a Suspicious Package, Letter or Container

- Do not panic. It is important for all of your actions to be careful & deliberate.
- Protect yourself, fellow staff members, and students from an exposure to an unknown material. Do not touch, move or attempt to clean up the unknown material.
- Isolate the area and evacuate all personnel from the immediate area.
- Contact Law Enforcement and the principal/administrator as soon as possible.
- Do not use radios or cell phones. Tell this to your students as well.
- All personnel who may have had contact with the unknown material should wash their hands with soap and warm water and shower with soap and warm water as soon as possible.
- Do not use bleach or other disinfectants.
- Make a list of names and contact information for all personnel who have come into contact with the unknown material.
- Provide this information to law enforcement and health officials.
- Carefully follow the instructions provided by law enforcement and health officials.

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Telephone Bomb Threats

- Just Listen. Don't attempt to interrupt the caller.
- Keep the caller on the line.
- Notify the principal/administrator immediately after completing the call.
- Remain calm.
- Notice details like any background noises or a voice description.
- Don't touch any suspicious objects.
- Call [911](#).

Threat by Mail

- Note where it was found and who found it.
- Caution students against picking up or touching any strange objects or packages.
- Notify principal or administrator.

Principal's Actions

- Call [911](#).
- If the caller is still on the phone, have someone contact the phone company to trace the call. Give the operator details such as name of school, caller, etc. This must be done quickly since the call cannot be traced once the caller has hung up.
- Because explosive devices can be triggered by radio frequencies, have students and staff turn off cellular devices and two-way radios.
- Evacuate the threatened rooms by intercom or through a designated staff member.
- If it is necessary to evacuate the entire school, use the fire alarm.
- Direct a search team to look for suspicious packages or foreign objects.
- Do not return to the school building until it has been inspected and determined safe by proper authorities.

Staff Actions:

- Evacuate students as quickly as possible.
- Upon arrival at the designated safe site, take roll. Notify the principal/administrator of any missing students.

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CBRN Attacks

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Chemical Attacks/Biochemical/Radiological/Nuclear (CBRN)

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Chemical: The deliberate release of a toxic gas, liquid or solid that can poison people and the environment.

Biological: An attack that is deliberate release of germs or other biological substances that can make you sick.

Radiological: The deliberate deployment of radioactive materials over a targeted area.

Nuclear: An explosion with intense light and heat, a damaging pressure wave and widespread radioactive material that can contaminate the air, water and ground surfaces for miles around.

Administrator/Head Teacher's Responsibilities

- In the event of an incident or attack, the first few moments are critical.
- It is essential that all personnel are sheltered in place and are not allowed to contaminate others.
- Inform all building occupants that help is on the way and that the power will be shut down.
- Building personnel will be shutting down all ventilation systems.
- You may lose electrical power in order to decrease the likelihood of the agent spreading unnecessarily. **Do not panic!**
- The fire department will be following specific procedures in order to ensure that everyone is decontaminated appropriately.

Staff's Responsibilities

Remain calm and

- Notify the principal's office immediately.
 - Advise of injuries/anyone in immediate danger.
 - If evident, notify principal's office of adverse physical symptoms present.
- Immediately begin **lockdown** procedures.
- Take attendance and do not allow anyone to exit or enter the room.
- Have students cover nose and mouth with handkerchief or other material.
- Await further instructions.
- Ensure that students do not chew gum, eat, drink or place objects in their mouth (radiological or nuclear only).

Outside the Building

- Begin **lockdown** procedures.
- Take attendance and do not allow anyone to exit or enter the room.
- Have students cover nose and mouth with handkerchief or other material.
- Remain calm and notify the principal's office of the following:
 - Advise of injuries/anyone in immediate danger.
 - Advise if any building occupants begin to experience adverse physical symptoms.
- Ensure that students do not chew gum, eat, drink or place objects in their mouth (radiological or nuclear only).