

## **BOMB THREAT PROCEDURES**

A bomb threat falsely reporting the existence of an incendiary or explosive device (simulated or real) is an offense punishable by imprisonment for up to 20 years and/or a fine of not more than \$10,000. In the event of a bomb threat, a building administrator must exercise responsible judgment and authority, keeping in mind his/her responsibility for the safety and well being of the students and staff. In order to do this one must (1) get all the facts and (2) follow the procedures outlined herein developed in accordance with the policies of the Boston Public Schools.

### BOMB THREAT PROCEDURES

Upon the receipt of a bomb threat, all Headmasters/Principals and Building Administrators are instructed to act in accordance with the following procedures:

#### **A. Telephoned Bomb Threats:**

1. When taking the call, use the attached Bomb Threat Report Form (attachment A) to record all information. This form must be available at the main telephone(s) in the school and should be completed immediately after reporting the threat to the building administrator. A copy of the Bomb Threat Report Form is also to be submitted with the incident report.
2. Call the Boston Police Department on line 911 and report the incident. If the particular bomb threat is a 2<sup>nd</sup> or 3<sup>rd</sup> call, please note this in your conversation with the 911 Operator.
3. Call the Office of the Superintendent at 617-635-9057.
4. Call Safety Services at 617-635-8000 and your appropriate Operational Leader.
5. Alert staff via the school's internal communication method (ref. Superintendent's Circular - School Safety/Contingency Plans, Tier I, Containment Procedures) to visually survey their room/office for suspicious packages. If anything unusual is observed, immediately report this information to the building administrator and update Boston Police via 911 that something unusual has actually been found.

Designated members of the school's Site Incident Command Team will be responsible to survey unsupervised common areas, both internal and external. During this survey, all bells/classes will be held until search is completed.

6. In the event a suspicious package or device is found:
  - a. Report the sighting to the Building Administrator immediately.
  - b. Do not move, touch or handle object.
  - c. Do not use two-way radios.
  - d. Do not turn off lights or touch switches.
  - e. Keep loud noise to a minimum.
  - f. Restrict use of telephone to urgent business only.
  - g. Move people from area.

EVACUATE the school building. The Police Department will be fully in charge. This action is to be preceded by an announcement which provides specific evacuation routes to be followed for the particular incident and manner in which the evacuation signal will be given (fire alarm, bell, intercom, and runner).

7. In the event that no suspicious package or device is found, appropriate containment procedures are to be followed. However, classes should not be changed until the BPD Bomb Squad has arrived and evaluated the situation.

IF YOU HAVE ANY DOUBTS, EVACUATE.

8. The Police Department will assist the person in charge of the building when searching for bombs or other incendiary device. Appropriate school personnel should assist, as necessary.
9. The Police Department will assist and advise the person in charge of the building regarding resumption of regular school schedule and activities. The Operational Leader and Safety Office must be notified once a decision is made.
10. Send a complete incident report within 24 hours of the incident to the Department of Safety Services. Attach a copy of the Bomb Threat Report Form noted above to the Incident Reporting Form (attached for your reference).

**B. Electronic (E-mail and Web-site Received):**

The person accessing the threat shall:

1. Save the message on the system. DO NOT DELETE THE MESSAGE.
2. Call 911.
3. Notify the Superintendent's Office at 635-9057.
4. Print copies of the message to turn over to the police and any others who may require them.

**EVACUATION/REENTRY PROCEDURES**

The Headmaster/Principal or Building Administrator must develop specific evacuation and re-entry plans for their individual buildings (c.f. Superintendent's Circular FSE-1: School Safety/Contingency Plan). A copy of these plans should be included in each school's Contingency Plans. Such procedural plans should include the following:

1. Instruction of office staff with regard to proper procedures for answering, documenting and reporting of such telephone calls.
2. Method of notifying staff and students of emergency conditions.
3. Method of leaving building (Fire Drill Procedures may be followed). Special attention should be given to identify assembly points, which are recommended to be located 300 yards from the building when evacuating for a suspected bomb. Any area that is being used as a staging or assembly area must be searched by a designated staff member prior to sending people to that area.
4. Specific plans should be made for special needs and physically impaired students.
5. Supervision of students by classroom teachers at all times while outside the building (prior planning should be done with local Police authorities in schools that would require extra police surveillance and supervision outside that school).

6. Controlled re-entry of the building to include supervision of students re-entering to insure that no potentially dangerous objects are brought into the building.

**These procedures should be utilized in conjunction with your School Safety / Contingency Plans.**

For more information about this circular, contact:

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Carol R. Johnson, Superintendent

**BOMB THREAT REPORT FORM**

*Questions to ask:*

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why did you put it in the building?
8. What is your address?
9. What is your name?

*Describe Caller's Voice*

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Male     | <input type="checkbox"/> Female   |
| <input type="checkbox"/> Angry    | <input type="checkbox"/> Stutter  |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Lisp     |
| <input type="checkbox"/> Slow     | <input type="checkbox"/> Raspy    |
| <input type="checkbox"/> Rapid    | <input type="checkbox"/> Deep     |
| <input type="checkbox"/> Soft     | <input type="checkbox"/> Crying   |
| <input type="checkbox"/> Loud     | <input type="checkbox"/> Disguise |
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Nasal    |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent   |
| <input type="checkbox"/> Slurred  | <input type="checkbox"/> Familiar |

If voice is familiar, who did it sound like? \_\_\_\_\_

Exact Wording of Threat: \_\_\_\_\_

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*Background Sounds*

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Street      | <input type="checkbox"/> Animal Sounds    |
| <input type="checkbox"/> PA System   | <input type="checkbox"/> Static           |
| <input type="checkbox"/> Voices      | <input type="checkbox"/> Music            |
| <input type="checkbox"/> Motor       | <input type="checkbox"/> House Noises     |
| <input type="checkbox"/> Local       | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Phone Booth | <input type="checkbox"/> Long Distance    |

*Threat Language*

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> Well Spoken (educated) |                                     |
| <input type="checkbox"/> Foul                   | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Taped                  | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Message read by caller |                                     |

Time: \_\_\_\_\_ Date: \_\_\_\_\_ Length of Call: \_\_\_\_\_

Number at which call was received: \_\_\_\_\_

REMARKS: \_\_\_\_\_

Receiver of Call: \_\_\_\_\_  
(Name and Title)

## BOMB THREAT PROCEDURES

### STAY CALM

1. Obtain information from the caller and record on Bomb Threat Form.
2. Call Boston Police at 911. Provide Police Dispatcher with all available information.
3. Activate your school's Site Incident Control Team.
4. Call the Superintendents Office at 617-635-9057.
5. Administrator will determine if evacuation or containment is appropriate.
6. If evacuating, determine appropriate evacuation routes and advise staff in accordance with your School Safety/Contingency Plan (internal communication method).
7. **Do not** announce **Bomb Scare**; use a known code to communicate the situation to staff.
8. Take the Bomb Threat Report Form with you if you evacuate.
9. It is recommended that students and staff assembly point(s) be at least 300 yards from the building when evacuating for a bomb threat.
10. **WHEN IN DOUBT ---- EVACUATE.**

(Ref. Suspicious Package/Device)

**SUSPICIOUS PACKAGE/DEVICE**

**STAY CALM**

1. Call Boston Police at 911. Provide Police Dispatcher with all available information.
2. Do not move, touch or handle the object.
3. Do not use two-way radios.
4. Do not turn off lights or touch switches.
5. Keep loud noise to a minimum.
6. Restrict use of telephone to only urgent business.
7. Secure the location.
8. Activate school's Site Incident Control Team.
9. Evacuate after determining the safest routes for all building occupants.
10. Communicate the situation and procedures to be followed for evacuation to staff in accordance with your School Safety/Contingency Plan (internal communications method).

(Ref. Bomb Threat Procedures)

**PLEASE POST**

# **BOSTON PUBLIC SCHOOLS**

## **• WARNING •**

It is a crime, as well as disruptive to the educational process, to pull a false fire alarm or to make a bomb threat. In addition, accidental injury or death of a firefighter, student, or staff member could result.

## **PENALTY FOR FALSE ALARM**

Imprisonment for up to one year or a fine of not less than \$100 but not more than \$500. (M.G.L., C. 269, S. 13)

## **PENALTY FOR BOMB THREAT**

Imprisonment for up to twenty years and/or a fine of up to \$10,000. (M.G.L., C. 269, S. 14)