

P2331 BOMB THREAT

BOARD POLICY:

The receipt of a bomb threat message or the discovery of a suspicious object shall be handled with accepted professional procedures set forth by the U.S. Department of Treasury, Bureau of Alcohol, Tobacco, and Firearms, and the appropriate officials of the Wichita Police Department.

Administrative Implemental Procedures:

1. The Executive Director of the Safety Services shall be responsible for development and maintenance of an overall plan to assist any building principal in the event of a bomb threat.
2. The building principal shall be responsible for developing and maintaining a visual search plan designed to meet the specific needs of his/her building. Only staff members who volunteer will be given search responsibilities.
3. The search plan shall include but not be limited to the following provisions:
 - a. Identifying and assigning staff volunteers to specific responsibilities in the event of a bomb threat.
 - b. Communicating the receipt of a bomb threat to the building principal or designee who will:
 - (1) Telephone **911** and give the emergency communications dispatcher all pertinent information regarding the threat and who is to be contacted at the building.
 - (2) Telephone **973-2100** and give the school district security communications dispatcher the same information given the police department.
 - (3) Implement the building's search plan.
 - c. Controlling, during the bomb threat, the use of any 2-way radios normally used on the site.
 - d. Arranging for the use of additional district employees who may be sent to assist with the search plan.
 - e. Establishing specific procedures to be followed if a suspicious object is discovered.
 - (1) Leave it untouched.
 - (2) Evacuate the immediate area and/or the total building by appropriate means.
 - (3) Report the finding of the object to the supervising law enforcement officer on the site.
 - f. Conducting a "Search Plan Drill" at least once each semester.
4. The search plan should be carried out in such a way as to:
 - a. Maximize the use of building staff volunteers and any Board employee volunteers and law enforcement personnel who are sent to the site.
 - b. Minimize disruption of the building's normal activities.
5. Suspicious objects should be reported immediately to law enforcement personnel who will assume the responsibility for dealing with such objects and will advise the building principal or designee when the building is considered safe.

6. The building principal or designee shall notify the school district security communications dispatcher, who will inform the Superintendent of Schools and appropriate associate superintendents when the building is considered safe.
7. The building principal or designee shall be responsible for completing a USD 259 Security Incident Report Form as well as any forms required by the law enforcement agencies.

Administrative Responsibility: Safety Services Department

Latest Revision Date: April 2011

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