

BOMB THREATS

The following procedure shall be followed in the event a bomb threat is received by any school in the District:

1. **Receipt of Bomb Threat**: Any employee or student who is advised of a bomb threat shall immediately report the threat to the site administrator or designee.
2. **Verification**: The site administrator will interview the person reporting the bomb threat and determine whether the threat necessitates the evacuation of any school buildings.
3. **Evacuation of Building(s)**: Upon the determination of the site administrator that an actual threat exists, he/she will immediately implement the standard evacuation procedures and notify the Superintendent or designee.
4. **Notification of Public Safety Agency/Agencies**: Police and fire departments shall be notified of the bomb threat as soon as the evacuation procedure has been initiated.
5. **Use of School Personnel**: School personnel may search for but shall not be involved in handling any explosive or incendiary device.
6. It is expected that the site administrator will make every reasonable effort to identify the person making the threat, and if successful, to advise the law enforcement agency for possible prosecution.

If the person making the threat is a student of the district, suspension shall be automatic.

(cf. 5114.1 - Suspension and expulsion/Due Process)