BOMB THREAT

1. A bomb threat made to any of the Brockton schools may be received by telephone, mail or message at any time. Bomb threats may also be received at the Administrative Offices, School Police, at the Brockton Police Department, the Fire Department, at various school offices, over public phones located on school property or may be made to the home phones of staff members. Any staff member receiving a telephone bomb threat should make every effort to follow the procedures outlined below.

2. Most bomb threats are very brief. The caller normally states the message in a very few words and hangs up. However, when possible, every effort should be made to obtain detailed information from the caller. This would include:

   a. Exact location of the bomb.
   b. Time set for detonation.
   c. Description of explosives or container.
   d. Type of explosive.
   e. Reason for call or threat.

3. The person receiving the call should also note the following details:

   a. Date and time of call received.
   b. Exact words of caller.
   c. Time caller hung up.
   d. Sex of caller.
   e. Estimated age of caller.
   f. Peculiar or identifiable accent.
   g. Identifiable background sounds, i.e., music, trucks, vehicular traffic, or other conversation.

4. When a bomb threat is received, it should be reported immediately to the principal or administrative head of the facility involved, and the School Police.

5. Threats received by mail should be saved for investigation by the Brockton Police and School Police for possible fingerprints and should not be handled once the letter has been opened. The Post Office should also be notified.

6. Procedures
   The Principal shall take the following steps:

   a. Notify Fire and Police Departments and School Police immediately if the Fire, Police, or School Police Departments did not receive the call originally. Appropriate personnel from these departments will respond.
b. Evacuate the building using fire drill procedures if warranted by the building administrator.

c. If requested by the Bomb Squad, he/she accompanies the senior officer during a search of the building or premises. The custodians, if requested, should assist.

d. Circumstances will dictate whether any strange or foreign objects should be removed immediately or left for removal by a qualified person.

e. After a thorough search has been conducted and nothing found, the leader of the Bomb Squad will notify the principal or designated administrator when re-entry is permissible. Usually, the State Police will respond and take charge in a serious bomb threat situation.

f. Following procedures outlined under storm conditions if dismissal is required.

g. File bomb threat report as directed in the Administrative Procedures Manual.

h. The local Police Department/School Police assisted by the State Fire Marshall’s Office, if required, should investigate the incident.

Any decision concerning the dismissal of school pupils and subsequent action after the above procedures have been followed is the prerogative of the Superintendent of Schools.