

I. PURPOSE

The purpose of this policy is to assign responsibility and provide general guidelines to the Executive Director when bomb threats occur.

II. GENERAL STATEMENT OF POLICY

The Executive Director shall be responsible for developing and implementing a detailed plan to be followed in the event of a bomb threat. When approved by the school board, the plan shall be attached as an addendum to this policy.

III. PROVISIONS OF PLAN

The plan shall address at least the following:

- A. Procedures to be followed upon receipt of a bomb threat.
- B. Procedures for notification of law enforcement officials.
- C. Procedures for evacuation of the NWSISD program or activity site.
- D. Procedures to make decisions on returning to the site by NWSISD students and staff.
- E. Procedures for continued supervision of students during the evacuation process, the waiting period during the building inspection and throughout the return of students to the building.
- F. Procedures for creating and maintaining records related to the threat.
- G. Procedures for providing notice to parents and the public, including the media.

Legal References:

Cross References: NWSISD Policy 803 (Warning Systems and Emergency Plans)
NWSISD Policy 806 (Crisis Management Policy)

Adopted: April 16, 2003