

GARRETT COUNTY BOARD OF EDUCATION
Oakland, Maryland 21550

BOMB THREATS PREPAREDNESS
PLANNING CHECKLIST

In order to properly prepare for a BOMB THREAT the following procedures should be reviewed and implemented prior to the commencement of each school year.

It should be noted that a bomb threat may be received by any of the following ways:

- A suspicious package through the mail
- By written message, delivered through the mail or by messenger
- By telephone, which is the most frequently used method

Administrative Procedure

- Assignment for administrative staff and custodial staff to search specific areas. These assignments should be for those areas easily accessible to the public which can be searched quickly when evacuation will be for a short period of time.
- A regular and alternate means of signaling for evacuation. The fire drill should serve as the regular signal.
- Establish a signal, other than fire alarm signal, to notify of "all clear" to return to the building.
- Specific directions for faculty members:
 - a. Before leaving classroom, quickly check and note anything unusual. Report anything unusual to designated person after evacuation is completed.
 - b. Close classroom doors.
 - c. Direct students to designated areas.
 - d. Check building to see that all students have left the building
 - e. Take roll, using roll book. Absentees not accounted for should be reported to designated person.
 - f. Remain with students and be responsible for their behavior.
 - g. Return to class with students when notified to return to building.
- An alternate plan for evacuation in case of inclement weather or when the procedure calls for students to be out of the building for an extended period of time:
 - a. Search of areas, such as auditorium and/or gymnasium, which can then be used to house students.
 - b. Use of nearby facilities to house students.
- Checklists which will help in determining whether or not all aspects of plan have been covered before "all clear" is given.
- Use of the telephone checklist by personnel who are most likely to receive bomb threat by phone. Checklist should be posted next to telephone.
- Designation of areas to be used as command post (inside and outside).
- Designation of person to collect information sent by teacher concerning attendance or suspicious objects to command post.
- Means by which faculty and staff will be made aware of their responsibilities generally and specifically as indicated by plan.
- In-service training for administrators and custodial staff in bomb search procedures.
- In-service training for personnel in use of telephone checklist.