

**BOMB THREATS****RECEIVING THREATS**

Any staff member receiving a telephone bomb threat shall try to keep the caller on the line so as to gather information about the location and timing of the bomb and the person(s) responsible. He/she should also try to determine the caller's gender and age and should take note of any distinctive features of voice or speech and any background noises such as music, traffic, machinery or other voices.

Staff members who customarily receive telephone calls or handle packages shall receive training related to bomb threats.

**PROCEDURES**

1. Any employee who receives a bomb threat shall immediately call 911 and also report the threat to the principal or designee. If the threat is in writing, he/she shall place the message in an envelope and take note of where and by whom it was found.
2. Any student or employee seeing a suspicious package shall promptly notify the principal or designee.
3. The principal or designee shall immediately use fire drill signals and institute standard evacuation procedures as specified in the emergency plan.
4. The principal or designee shall turn off any two-way radio equipment which is located in a threatened building.

Law enforcement and/or fire department staff shall conduct the bomb search. School resource officers may assist in this search. No other school staff shall search for or handle any explosive or incendiary device.

Except for school resource officers, no staff or students shall reenter threatened building(s) until the law enforcement and/or fire staff advises the principal or designee that reentry is safe.

Any student who makes a bomb threat shall be subject to disciplinary procedures.

**LEGAL REFERENCE****CALIFORNIA EDUCATION CODE**

*44810 Willful interference with classroom conduct*  
*48900 Grounds for suspension or expulsion*  
*51202 Instruction in personal and public health and safety*

**PENAL CODE**

*17 Felony, misdemeanor, classification of offenses*  
*148.1 False report of explosive or facsimile bomb*  
*245 Assault with deadly weapon or force likely to produce great bodily injury; punishment*  
*594 Vandalism penalty*