



August 15, 1988

**ADMINISTRATIVE MEMORANDUM NUMBER EIGHTEEN**  
**PROCEDURES TO BE FOLLOWED WHEN SCHOOLS RECEIVE**  
**BOMB THREATS AND/OR ANNOYANCE CALLS**

It is recommended that certain procedures be followed to protect and safeguard students, staff, and school building facilities when bomb threats and/or annoyance telephone calls are received.

The local law enforcement agencies have agreed to take immediate action to provide assistance to schools when these emergencies occur.

In order to obtain prompt assistance, it is essential for each school principal to establish a specific plan of action to be implemented when these emergencies occur. This school plan should be part of the total emergency preparedness written plan. Members of the school's office staff should maintain a constant alert to the need to lend assistance to others who may receive bomb threats or threatening telephone calls.

Procedures to be followed:

- A. If a threatening telephone call is received - directed toward the school or an individual in the school - all agencies such as sheriff, emergency service, etc. will then be automatically notified by dialing 911. A call must also be placed to the district Police Department at 481-7122.
- B. If a telephone call is received stating that a bomb has been placed in the school, the building should be evacuated at the administrator's discretion. (Care should be taken so that students are properly clothed before going outside during cold and/or inclement weather.)
- C. If a school principal wants the telephone company to conduct an investigation within the school's equipment to identify the lines and telephone number or numbers from which the threatening calls are being made, call the Telephone Security Office, 237-7390, and give the operator the necessary information. Note: for annoyance calls such as obscene calls, also dial 237-7390. (Later, a representative from the telephone company will bring to the school principal an official authorization form or signature.)
- D. If a second similar call is received by the school, do not hang up the telephone receiver. On another telephone, call the Telephone Security Office, 237-7390 and report the second call. The service center will then attempt to locate the person placing the call. Remember, do not hang up the telephone receiver on which the second threatening call was received until the office has come to your school office or until you can hear the dial tone. When tracing is required, the telephone company will give instructions to follow. (After the first threatening phone call, the school numbers which have been computerized will be furnished a computer printout.)

- E. If one of these telephone calls is received in a school and the Telephone Security Office numbers are not available, dial the telephone operator - Number 0 - and request assistance.
- F. Call the appropriate member of the superintendency and report the incident.

/s/

Loren G. Burton  
Superintendent