

Business and Noninstructional Operations

BOMB THREATS

To maintain a safe and secure environment for District students and staff, the Superintendent/designee shall ensure that the District's Emergency Operations Plan and each school's Comprehensive School Safety Plan includes procedures for dealing with bomb threats. The Superintendent/designee also shall provide training regarding the procedures to site administrators, safety personnel, and staff members who customarily handle mail, telephone calls, or email.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 4131 - Professional Development)

Receiving Threats

Any staff member receiving a telephoned bomb threat shall try to keep the caller on the line in order to gather information about the location and timing of the bomb and the person(s) responsible. To the extent possible, the staff member should also take note of the caller's gender, age, any distinctive features of voice or speech, and any background noises such as music, traffic, machinery, or voices.

If the bomb threat is received through the mail system or in writing, the staff member who receives it should handle the letter, note, or package as minimally as possible. If the threat is received through electronic means, such as email or text messaging, the staff member should not delete the message.

Response Procedure

Staff and students will follow the Bomb Threat response procedures and any other necessary emergency procedures as outlined in the Emergency Operations Plan and the Comprehensive School Safety Plan.

To the extent possible, the Superintendent/designee shall maintain communications with staff, parents/guardians, the Governing Board, other governmental agencies, and the media during the period of the incident.

Following the incident, the Superintendent/designee shall provide crisis counseling for students and/or staff as needed.

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BOMB THREATS (continued)

Any employee or student found to have made a bomb threat shall be subject to disciplinary procedures and/or criminal prosecution, in accordance with law, Board Policy, Administrative Regulation, and any applicable collective bargaining agreements.

(cf. 4218 - Termination of Employment)
(cf. 5131 - Conduct)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5144.1 - Suspension and Expulsion, Due Process)

Legal References:

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

Management Resources:

U.S. DEPARTMENT OF HOMELAND SECURITY PUBLICATIONS

Bomb Threat Checklist

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Safe Schools: <http://www.cde.ca.gov/ls/ss>

U.S. Department of Homeland Security: <http://www.dhs.gov>

U.S. Department of Treasury, Bureau of Alcohol, Tobacco, Firearms and Explosives:
<http://www.THREATPLAN.org>