



BOMB THREAT

Upon receiving the following intercom message, **“Teachers please stay-put and sweep your rooms”**, do the following:

1. Visually check your rooms/areas.
2. Notify front office ONLY if any irregularities or unusual student behaviors are observed. If an unidentified package or a suspicious looking article is found, do not open or remove.
3. Do not alarm students. Do not panic. Wait for direction from the Incident Commander.
4. Evacuate the building ONLY when directed by the Incident Commander. Use common sense.
5. Follow remaining Stay-put procedures.

If you personally receive a malicious, prank, or threatening phone call:

- Gather as much information as possible using a “bomb threat checklist”.
- Notify building principal or administrator immediately.