



Superintendent's Circular

NUMBER:
FSE-04
Version 01

BOMB THREAT PROCEDURES

This Circular will remain in effect unless rescinded or superseded by a subsequent version.

A bomb threat falsely reporting the existence of an incendiary or explosive device (simulated or real) is an offense punishable by imprisonment for up to twenty (20) years and/or a fine of not more than \$10,000. In the event of a bomb threat, a building administrator must exercise responsible judgment and authority, keeping in mind their responsibility for the safety and well-being of the students and staff. To do this, one must (1) get all the facts and (2) follow the procedures outlined herein, developed in accordance with the policies of the Boston Public Schools and the Boston Police Department.

BOMB THREAT PROCEDURES

Upon the receipt of a bomb threat, principals/heads of school and building administrators are instructed to act in accordance with the following procedures:

Telephoned Bomb Threats:

1. When taking the call, use the attached Bomb Threat Report Form (Attachment A) to record all information. This form must be available at the main telephone(s) in the school and should be completed immediately after reporting the threat

to the building administrator. A copy of the Bomb Threat Report Form is also to be submitted with the incident report.

2. Call the Boston Police Department at 911 and report the incident. If the bomb threat is a 2nd or 3rd call, please note this in your conversation with the 911 operator.
3. Call the Department of Safety Services/Boston School Police at (617) 635-8000.
4. Call your operational superintendent.
5. Alert staff via the school's internal communication method (ref. Superintendent's Circular FSE-1 School Safety/Contingency Plans, Tier I, Containment Procedures) to visually survey their room/office for suspicious packages. If anything unusual is observed, immediately report this information to the building administrator and update Boston Police via 911 that something unusual has actually been found.

Designated members of the School's Safety Team will be responsible to survey unsupervised common areas, both internal and external. During this survey, all bells/classes will be held until the search is completed.

6. In the event a suspicious package or device is found:
 - a. Report the sighting to the building administrator immediately.
 - b. Do not move, touch, or handle objects.
 - c. Do not use two-way radios.
 - d. Do not turn off lights or touch switches.
 - e. Keep loud noise to a minimum.

- f. Restrict use of telephone to urgent business only.
- g. Move people from the area.
- h. EVACUATE the school building.

The Police Department will be fully in charge. This action is to be preceded by an announcement which provides specific evacuation routes to be followed for the incident and manner in which the evacuation signal will be given (fire alarm, bell, intercom, and runner).

7. If *no* suspicious package or device is found, appropriate safe mode procedures are to be followed. However, classes should not be changed until the BPD Bomb Squad has arrived and evaluated the situation. IF YOU HAVE ANY DOUBTS, EVACUATE.
8. The Police Department will assist the person in charge of the building when searching for bombs or other incendiary devices. Appropriate school personnel should assist, as necessary.
9. The Police Department will assist and advise the person in charge of the building regarding resumption of regular school schedule and activities. The operational leader and Safety Office must be notified once a decision is made.
10. Send a complete incident report within 24 hours of the incident to the Department of Safety Services. Attach a copy of the Bomb Threat Report Form noted above to the Incident Reporting Form (attached for your reference).

ELECTRONIC (RECEIVED VIA EMAIL AND WEBSITE):

The person accessing the threat shall:

1. Save the message on the system. DO NOT DELETE THE MESSAGE.
2. Call 911.
3. Notify the Department of Safety Services/Boston School Police at (617) 635-8000.
4. Notify your operational superintendent.
5. Print copies of the message to turn over to the police and any others who may require them.

EVACUATION AND RE-ENTRY PROCEDURES

The principal/head of school or building administrator must develop specific evacuation and re-entry plans for their individual buildings (c.f. Superintendent's Circular FSE-01 School Safety/Contingency Plan). A copy of these plans should be included in each school's Contingency Plans. Such procedural plans should include the following:

1. Instruction of office staff regarding proper procedures for answering, documenting, and reporting of such telephone calls.
2. Method of notifying staff and students of emergency conditions.
3. Method of leaving the building (fire drill procedures may be followed). Special attention should be given to identify assembly points, which are recommended to be located 300 yards from the building when evacuating for a

suspected bomb. *Any area that is being used as a staging or assembly area must be searched by a designated staff member prior to sending people to that area.*

4. Specific plans for special needs and physically impaired students.
5. Supervision of students by classroom teachers at all times while outside the building (prior planning should be done with local police authorities in schools that would require extra police surveillance and supervision outside that school).
6. Controlled re-entry of the building to include supervision of students re-entering to insure that no potentially dangerous objects are brought into the building.

These procedures should be utilized in conjunction with your School Safety / Contingency Plans.

For more information about this circular, contact:

Owner:	Director
Department:	Safety & Emergency Management
Mailing Address:	205 Townsend Street Boston, MA 02121
Phone:	(617) 635-9122
Email:	Operations-Department-Heads@bostonpublicschools.org

Mary Skipper, Superintendent

ATTACHMENTS:

- A. Bomb Threat Report Form
- B. Bomb Threat Procedures
- C. Suspicious Package/Device
- D. Warning Notice: Please Post

ATTACHMENT A
BOMB THREAT REPORT FORM

Describe caller's voice:

- | | | |
|--|-------------------------------------|--|
| <input type="checkbox"/> Male | <input type="checkbox"/> Slow | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Female | <input type="checkbox"/> Raspy | <input type="checkbox"/> Distinct |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Deep | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Soft | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Loud | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Well spoken
(educated) | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Irrational | <input type="checkbox"/> Message
read by caller |
| <input type="checkbox"/> Lisp | <input type="checkbox"/> Foul | |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Crying | |
| | <input type="checkbox"/> Disguised | |

If the voice is familiar, who did it sound like?

Exact wording of threat:

Questions to ask:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?

5. What will cause it to explode?
6. Did you place the bomb?
7. Why did you put it in the building?
8. What is your address?
9. What is your name?

Background sounds:

- | | | |
|---|--|--|
| <input type="checkbox"/> Street | <input type="checkbox"/> Voices | <input type="checkbox"/> Local |
| <input type="checkbox"/> Animal
sounds | <input type="checkbox"/> Music | <input type="checkbox"/> Long distance |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Motor | <input type="checkbox"/> Office
machinery |
| <input type="checkbox"/> Static | <input type="checkbox"/> House
Noises | <input type="checkbox"/> Phone booth |

Time: _____ Date: _____ Length of Call: _____

Number at which call was received: _____

REMARKS: _____

Receiver of Call:

(Name and Title)

ATTACHMENT B

BOMB THREAT PROCEDURES

1. STAY CALM.
2. Obtain information from the caller and record on Bomb Threat Form.
3. Call Boston Police at 911. Provide the police dispatcher with all available information.
4. Activate your school's Site Incident Control Team.
5. Call the Superintendent's Office at 617-635-9057.
6. Administrator will determine if evacuation or containment is appropriate.
7. If evacuating, determine appropriate evacuation routes and advise staff in accordance with your School Safety/Contingency Plan (internal communication method).
8. Do not announce Bomb Scare; use a known code to communicate the situation to staff.
9. Take the Bomb Threat Report Form with you if you evacuate.
10. It is recommended that students and staff assembly point(s) be at least 300 yards from the building when evacuating for a bomb threat.
11. WHEN IN DOUBT, EVACUATE.

(Ref. Suspicious Package/Device)

ATTACHMENT C
SUSPICIOUS PACKAGE/DEVICE

1. STAY CALM.
2. Call Boston Police at 911. Provide the police dispatcher with all available information.
3. Do not move, touch, or handle the object.
4. Do not use two-way radios.
5. Do not turn off lights or touch switches.
6. Keep loud noise to a minimum.
7. Restrict use of telephone to only urgent business.
8. Secure the location.
9. Activate school's Site Incident Control Team.
10. Evacuate after determining the safest routes for all building occupants.
11. Communicate the situation and procedures to be followed for evacuation to staff in accordance with your School Safety/Contingency Plan (internal communications method).

(Ref. Bomb Threat Procedures)

PLEASE POST

BOSTON PUBLIC SCHOOLS

• WARNING •

It is a crime, as well as disruptive to the educational process, to pull a false fire alarm or to make a bomb threat. In addition, accidental injury or death of a firefighter, student, or staff member could result.

PENALTY FOR FALSE ALARM

Imprisonment for up to one year or a fine of not less than \$100 but not more than \$500.

(M.G.L., C. 269, S. 13)

PENALTY FOR BOMB THREAT

Imprisonment for up to twenty years and/or a fine of up to \$10,000. (M.G.L., C. 269, S. 14)