BOMB THREATS

To maintain a safe and secure environment for students and staff, the Monterey County Superintendent of Schools (County Superintendent) or designee shall ensure that an emergency and disaster preparedness plan and/or each school/or site comprehensive safety plan includes procedures for dealing with bomb threats. The Chief Officer of General Services and Business Support or designee shall provide training regarding the procedures to site administrators, building marshals, and staff members who customarily handle mail, telephone calls, or email.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 4040 - Employee Use of Technology)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff 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

The following procedure shall be followed when a bomb threat is received:

1. Any employee who receives a bomb threat shall immediately call 911 and also report the threat to the County Superintendent or designee. If the threat is in writing, the employee shall place the message in an envelope and take note of where and by whom it was found.
2. Any student or employee who sees a suspicious package shall promptly notify the County Superintendent or designee.
3. A Principal, Department/Division Head or designee shall immediately use fire drill signals and initiate standard evacuation procedures as specified in the comprehensive school safety plan and evacuation procedures.

   (cf. 3516 - Emergencies and Disaster Preparedness Plan)
   (cf. 3516.1 - Fire Drills and Fires)

4. The Department/Division Head and/or any individual in receipt of the initial threat shall immediately initiate the internal building mass communications systems (ALERTUS).
5. Law enforcement and/or fire department staff shall conduct the bomb search. No school staff shall search for or handle any explosive or incendiary device.

   (cf. 3515.3 - District Police/Security Department)

6. No one shall reenter the threatened building(s) until the County Superintendent or designee declares that reentry is safe based on law enforcement and/or fire department clearance.

   (cf. 3516.5 - Emergency Schedules)

7. To the extent possible, the County Superintendent or designee shall maintain communications with staff, parents/guardians, the Monterey County Board of Education (County Board), other governmental and non-governmental agencies, and the media during the period of the incident.

   (cf. 1112 - Media Relations)

8. Following the incident, the County Superintendent or designee shall coordinate and deploy crisis counseling for students and/or staff as needed.

   (cf. 6164.2 - Guidance/Counseling Services)

9. Any employee or student found to have made a bomb threat shall be subject to disciplinary procedures and/or criminal prosecution.

   (cf. 4118 - Dismissal/Suspension/Disciplinary Action)
   (cf. 4218 - Dismissal/Suspension/Disciplinary Action)
   (cf. 5131 - Conduct)
   (cf. 5131.7 - Weapons and Dangerous Instruments)
   (cf. 5144.1 - Suspension and Expulsion/Due Process)

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