



**CASCADIA**  
**TECH ACADEMY**

*Inspiring Greatness*

# **Front Office Emergency Response Information 2024-2025**

NOTE: **DO NOT** hang up on 911. If you are on hold, stay on the line until they answer (even if a misdial). You do not move up in line if you hang up and call back. It just causes more work for the operators because they have to call you back no matter what.

### ***What is extension 4033?***

- ❖ Extension 4033 is the Emergency notification number at the District Office that is monitored during business hours. Please let it ring until your call is answered, if possible. **Note:** there is no voicemail attached to this line. **Don't call staff at ASC directly in emergencies, dial x4033.**
- ❖ Information shared with x4033 is quickly distributed to district leadership, community relations, the main district switchboard, and any support services who may be headed to your building on routine business (IT, Maintenance, Chartwells, etc...).

***When do I call x4033: EVERY time you call 911 and/or in ANY type of emergency or safety incident***

***If 911 or a law enforcement agency tells you to: SECURE. LOCKDOWN, ETC. - call x4033***

### **Other Incidents to Report to x4033:**

- Your fire alarm is going off/got pulled
- A significant injury, illness, or medical incident, involving students or staff
- Law Enforcement or the Fire Department are at your site for any reason

**Disruptive Incidents:** Anything that hinders a school or transportation's ability to conduct business as usual, or may cause neighbors/parents to call with concerns or questions. Possible scenarios include:

- Collision nearby (blocking parking lots or roads to school)
- Noxious odors, equipment failure ex: HVAC, pipe burst, etc. (Follow maintenance protocol as well x1010)
- Missing student(s), student walk-out, significant weather or other event...

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### ***DRILL INFORMATION (Steps to Follow)***

***NEW\*\*Call the safety office x4037 before drills:***

***ex: Fire,***

***Lockdown, Secure or any drill where you evacuate or push a button/pull the alarm***

***BEFORE a Fire/EVACUATE, LOCKDOWN or SECURE Drill, please do the following:***

***\*\*Call Maintenance at x1010 to let them know about the drill - Let them know if schools linked to your [EasyAlert Group](#) are participating, or if they need to be put in "drill mode" also. Complete drills by 3pm (this allows maintenance time to respond to your site if needed).***

***BEFORE a Fire/EVACUATE or LOCKDOWN Drill, please do the following:***

***\*\*Call First Response at 1-503-207-5315 to be put in test mode. (Have your fire or security ID code ready to give them. This helps ensure law enforcement/fire don't respond to your site in error (this costs \$)).***

# EVACUATION PROCESS



## Before the Drill

- **Base: Katelyn Lukes (Wendy) must call District Office x4037, Maintenance x1010, Endeavour Elementary x1451/x1452, and First Response to put the system in test mode prior to sounding the alarm: 1-(503) 207-5315.** It is important to allow First Response a few minutes before we sound the alarm. Tell the First Response operator, “I am calling for Cascadia Technical Academy and we will be doing an evacuation practice. We would like 30 minutes for our exercise.” First Response will ask for FIRE code account numbers which is: Evergreen Public Schools, #105-6005
- **Base: Katelyn L (Wendy) places main line phone extension 1050/2102 on voicemail:\*3, 1001.**

## Beginning of Drill:

- Custodian, Jim initiates alarm from pull station in one of the buildings
- **PIC: Shuan (Tami)** will start Easy Alert and begin emergency communication.
- All staff should sign into Easy Alert during the practice evacuation process.
- **Base: Katelyn L (Wendy)** takes radio and guest sign-in board and exits the building.
- **Sheryl (Melissa)** takes the emergency suitcase to the evacuation site.
- **Sheryl** takes the emergency check-off list to the evacuation site.

## **Building Clearance Procedure: Ensuring That Everyone is out of the Building**

- **ALL Staff and students** exit the buildings and convene at designated meeting locations per [the evacuation route](#).
- **To ensure all staff and students** have exited, **designated staff** (below) will “sweep” buildings before exiting and report to the **building Radio Leader** that their section of the building is clear (**100/200 buildings only**). **The building Radio Leader will report to Incident command when prompted.**
  - **Bill D, Leon W, Carole L, and Tony S** do a **100** building sweep through the restrooms in their program areas when exiting the building. They will report “all clear” to **Tony Shaver**.
  - **Lori -blue vest, Melissa** do an **ADMIN building** sweep through **Conference rooms**, the restrooms and copy room when exiting the building. **Christine** radios **Incident Command** “all clear” when prompted by Incident Command. Lori ( ) reports to the driveway to “greet” first responders.
  - **Amy G** does a **300** building sweep through the restrooms. **Amy** radios **Incident Command** “all clear” when prompted by Incident Command.
  - **Ray N** does a **400** building sweep through the restrooms when exiting the building. **Ray** radios **Incident Command** “all clear” when prompted by Incident Command.
  - **Katelyn B and Suzi** do a **500** building sweep through the restrooms/offices when exiting the building. **Katelyn B** radios **Incident Command** “all clear” when prompted by Incident Command.
  - **Ryan** does a **600** building sweep through the Aviation office and hangar restrooms. **Ryan** radios **Incident Command** “all clear” when prompted by Incident Command.

## Student and Staff Accountability Procedure: Making Sure all are Accounted for

### Staff:

- **Incident Command:** Paul (Shaun) will check staff/student accountability by asking each **building leader** to confirm that all staff and students are accounted for each building - “100 buildings, are all accounted for?” [Using this form](#)
- At the unification site, use your class roster in the Emergency Packet to take attendance.
  - Write the names of missing students (not absent) in column 1 of the [Emergency Student Accountability form](#) in your packet. **Write the names of visitors, guest speakers, and/or additional students from other classes who may have joined your class in column 3.**
  - At the unification site **Hold up your RED PLACARD** If you have **missing students** or **additional students** who have joined your class.
    - Give your [Emergency Student Accountability form](#)
    - to your **Radio Area Leader:**
    - 100 bldg Course -**Tony**
    - 200 bldg.Flag - **Melissa**
    - **300/500 bldg. Dr. Kate**-Field,400 bldg. **Ray**-N Parking)
  - If you have **no missing/additional** students Hold up your GREEN PLACARD
    - **Radio Area Leaders** (**Tony**-Course, **Melissa**- Flag, **Dr. Kate**-Field, **Ray**-N Parking) If **all** teachers in your section are holding up GREEN PLACARDS indicate **“All Accounted for”** when prompted by Incident Command
  - If there is someone in your class in need of medical attention hold up your BLUE PLACARD

Incident Command will indicate that all can return to the building once everyone is accounted for. Additional students should return to their scheduled class.

# SECURE PROCESS



**Secure Campus** procedure is implemented when there's a threat **in the general vicinity of a school, but not on, or very close to school property**. Examples might include a crime in progress, police pursuit/search in the school's neighborhood, roadway hazard or vicious animal near the school, or severe weather.

**Secure Campus Action:** Electronic Notification and/or announcement over PA system. "\_\_\_\_\_ activity has been reported to the school. We are now starting **Secure Campus procedures...**"

The school's exterior doors are locked during a Hold and Secure. Classroom doors can remain unlocked. Students and staff are to remain inside the building and **teaching and learning can continue as they normally would**.

- Assist getting students and staff inside the building and out of public spaces, etc.
- Close blinds/windows.
- Exterior doors should be locked. Doors with keypads can be locked by using "secure" on the [alarm keypad](#). **The designated staff below are assigned to lock exterior doors using key card pad outside the 100, 200, 300, 500 and 600 buildings.**

**100/600 Building:** Exterior shop doors and hangar doors

**200 Building:** Main office – **Sheryl/Lori**  
Back office doors – **Lori/Sheryl**

**600 Building:** Hangar door – **Kim O./Rob**

## **Office Staff/Leadership:**

- **Base: Katelyn L. - Main Office (Christine)**
  - If 911, or a law enforcement agency says to SECURE the campus, this is **NOT A DRILL call 4033 (If you call 911 or there is an emergency safety incident call 4033)**.
  - **Before** conducting a drill:
    - Call Maintenance **(x1010)** Let them know we are doing a SECURE drill.
    - Call Bridget at **x4037**
    - Call Endeavor Elementary **x1451/1452** to inform them that we are doing a SECURE practice exercise.
  - Transfer CTA's mainline **x2102/1050 to voicemail, \*3, 1001**.
- **PIC: Shaun - Assist-Director (Tami Assist-Director)**
  - **Begin the drill in Rapid Responder *Important:* Only one person can begin a drill in Rapid Responder or it will cancel it.**
  - Announce the drill using the intercom phone 001 or personal office phone \*\*20, 001, "ATTENTION CASCADIA TECH - THIS IS SECURE PRACTICE DRILL. ALL STUDENTS AND STAFF ARE TO REPORT IMMEDIATELY TO THE NEAREST PROGRAM AREA AND REMAIN INSIDE." Wait 5 seconds and repeat the above message.
    - ATTENTION CASCADIA TECH - THIS IS SECUR DRILL. IF YOU ARE OUTSIDE REPORT IMMEDIATELY TO THE NEAREST PROGRAM AREA AND REMAIN

INSIDE THE BUILDING. DOOR MONITORS PLEASE LOCK EXTERIOR DOORS  
WITH KEYPAD

Exterior doors should be locked. **Doors with keypads can be locked by using “secure” on the alarm keypad.** The designated office staff below are assigned to lock exterior doors in the 200, 300, 500 and 600 buildings.

**PIC determines if all is clear.** Announces over PA system.

- “ALL CLEAR” announcement: **001 (if intercom phone is used) or \*\*20, 001 (using an office phone), “This is an ‘All Clear’ announcement, students and staff, you may now return to your classroom activities. This was an emergency lockdown practice.”** Repeat the message a second time.

**KATELYN or MELISSA-** must call the following to let them know that the Lockdown Process has been completed: call x1010 Maintenance, x4035 District Office Emergency Line, and x1451/1452 Endeavour Elementary.



## Lockdown Process

**PIC (Person in Charge), Shaun or TAMI** - May determine to conduct a **LOCKDOWN PRACTICE EXERCISE**.

Easy Alert-Rapid Responder will be used throughout the practice. Once the drill has been initiated by the PIC, all staff should participate by opening it and checking in. **Note:** Easy Alert does not send notifications when drills are initiated.

**Prior to performing a Lockdown Practice:**

**KATELYN or SHERYL**

- **Must call the District Office Emergency Line x4037; call Maintenance x1010 to inform them that we are doing a lockdown practice exercise. \*Ask maintenance to disable surrounding areas if we practice pushing in LOCKDOWN BUTTON.**
- **Call First Response 1-503-207-5315** to let them know we are doing a lockdown practice. The monitoring center will ask for the servicing company **Evergreen Public Schools**, account number **105-6171 and 105-6147**, and the time that the alarm should be disabled for (usually 15 - 30 minutes from drill start time).
- **Call Endeavour Elementary x1451/1452**, to inform them that we are doing a lockdown practice exercise.
- **Transfer CTA's mainline x2102/1050 to voicemail, \*3, 1001.**

**PIC will begin the drill in Rapid Responder or assign an Incident Commander (Tami/ Shaun) to begin it.**

**Important:** Only one person can begin a drill in Rapid Responder or it will cancel it.

**PIC, SHAUN/ TAMI**

- **Makes the announcement using the intercom phone 001 or personal office phone \*\*20, 001, "THIS IS A PRACTICE LOCKDOWN. ALL STUDENTS AND STAFF ARE TO REPORT IMMEDIATELY TO THE NEAREST PROGRAM AREA AND REMAIN INSIDE." Wait 5 seconds and repeat the above message.**

**KATELYN LORI (WENDY -Backup) will close and lock doors inside Building 200, the interior front and back doors to main office:**

**PIC, SHAUN makes the "ALL CLEAR" announcement over PA system.**

- **"ALL CLEAR" announcement: 001 (If intercom phone is used) or \*\*20, 001 (using an office phone), "This is an 'All Clear' announcement, students and staff, you may now return to your classroom activities. This was an emergency lockdown practice." Repeat the message a second time.**

**KATELYN-** must call the following to let them know that the Lockdown Practice has been completed: call x1010 Maintenance, x4037 District Office Emergency Line, and x1451/1452 Endeavour Elementary.

**KATELYN/LORI** unlock doors that they locked in building 200 and turn on lights that were turned off.

**KATELYN or ANY STAFF MEMBER**

- **Pushes in the LOCKDOWN BUTTON ON THE WALL IN THE MAIN OFFICE** securing all buildings except 100. An automatic message goes out over the intercom “This is a Lockdown, all staff and students are to report to the nearest program area and remain inside.” **Note:** Endeavour receives this same message.

**KATELYN or LORI will close and lock doors inside Building 200, the interior front and back doors to main office by mailboxes:**

- **LORI/WENDY A** will lock the office door by mailboxes.
- **KATELYN - MELISSA (WENDY A)** to the front office.

**PIC, JOAN, SHAUN, or TAMI** will determine the need to evacuate or the need for additional assistance.

- Emergency services may be requested (**9-911**).
- **ALWAYS NOTIFY POLICE IF A WEAPON IS PRESENT** and **District Office Emergency Line X4033**.
- Communications Systems will be activated as requested by the **PIC, SHAUN, or JOAN**.
- **LORI and MELISSA (WENDY A) Using the Emergency Phone Numbers List, immediately notifies personnel on challenge course** and if directed by PIC, calls the following: programs that are off campus to tell them not return, notifies District Office x4033, calls off-campus employees, calls sending schools, calls transportation departments.

**PIC, JOAN, SHAUN or TAMI** gives permission to announce the “**ALL CLEAR**” over PA system.

- **KATELYN or (TBD)** issues the “**ALL CLEAR**” announcement using the intercom phone 001 or personal office phone \*\*20, 001, “**This is an ‘All Clear’ announcement, students and staff, you may now return to your classroom activities.**” Repeat the message a second time.
- **KATELYN or (TBD Call x1010 Maintenance to have the emergency button reset.** We will hear an automated message stating that the emergency has concluded. ***\*Maintenance Dept. must reset the locks when lockdown buttons have been pushed in.***
- **The following numbers must be called when the Lockdown has been lifted:**  
x4033 District Office Emergency Line, and x1451/1452 Endeavour Elementary.

**LORI and (MELISSA) WENDY A**

- Unlock all locked doors in building 200 and turn on lights that were turned off.
- Call back all those they notified of the lockdown.



## Earthquake/Shelter Process



In the event of an earthquake all staff and students should DROP, COVER, and Hold for at least 3 minutes following the earthquake. **SHAUN (TAMI)** will be established as the **PERSON IN CHARGE (PIC)** and will make the determination to move to **Incident Command Structure (ICS)**.

### INCIDENT COMMANDER (PAUL)

The **ICS** will direct the **SEARCH AND RESCUE TEAM** to inspect buildings and grounds for damage and will initiate building evacuations following a report from **SEARCH AND RESCUE TEAM**.

### SEARCH AND RESCUE TEAM (JOAN\*, DR KATE\* and LAKRESHA)

**JOAN\*, DR KATE\*, and LAKRESHA**, together will check buildings for damage and health emergencies and will then radio or return to the **ICS** with a report.

### OTHER PERSONNEL RESPONSIBILITIES

- **CHRISTINA\*/SUB** : Contact District Emergency Line, x4033/ Keep communication log of phone calls
- **SHERYL\* (MELISSA\*) (Stays with ICS)**: Keep incident log; Responsible for site maps, records the logistics e.g., administrators clearing the buildings over the radio.
- **KATELYN\*(TBD)**: Assists others as back-up where needed
- **LORI\*WENDY A) (Blue vest)**: Meet Emergency Vehicles and give snapshot data to emergency vehicle(s) as provided by ICS.
- **TBD\* (MELISSA\*)**: Assists with student/staff supervision

### RADIO CONTACTS:

**KATELYN: "CTA BASE"**

**JOAN: "CTA 1"**

**TAMI: "CTA 2"**

**CHRISTINA: "CTA 3"**

**KATELYN: "CTA 4"**

**SHAUN: "CTA 5"**

**SHERYL: "CTA 6"**

**MIKE T: "CTA 8"**

**TONY: "CTA 9"**

**JIM/BILL: "CTA 10"**

**RAY: "CTA 11"**

**LORI: "CTA 12"**

**MELISSA: "CTA 13"**

**CHRISTINE: "CTA 7"**

Students will be moved into safe buildings as soon as possible and a trauma center will be set up for students needing medical attention. Once done, teachers will be informed. When a student is released to go for medical attention, another student or teacher must accompany him/her. Teachers need to note on the attendance roster that the student was sent to the trauma center.

STUDENT SHELTER (Priority Order)	TRAUMA CENTER (Priority Order)	COMMAND CENTER (Priority Order)
Criminal Justice Classroom	Applied Medical	Office (200 Building)
Aviation Hangar	Dining Room	Building 500
Safe Classroom	Aviation Hangar	Building 400 Aviation Classroom

## Medical Emergency Process



Should there be a medical event or accident in a classroom/office initiate the steps below:

### Instructor/staff:

- Call main office secretary (**Base**) **Katelyn Lukes/Sheryl Schisler\*** at **ext. 2100** (This will send a call to all office secretaries)
- Give Base:
  - the building and room# of incident
  - the name of the student/staff
  - a description of the emergency
  - [Start the Real Time first Aid Sheet](#)
- **\*Note - If the event is life threatening (student/staff is unable to breathe) call 911 and start life saving procedures. Direct someone to call Base at 2100 to initiate Campus Emergency Procedure**

### Base/Security/Admin:

- **Base/CC (Base) Katelyn Lukes/Sheryl Schisler\***
  - **Radio an administrator(PIC) Shaun Campbell/Tami Oppliger\* and Security/Dean\*(Scene Supervisor-SS), Amy Greenberg/Paul Huddleston\*** to report to the scene. (Dean is back-up for security)
- **Security/SS Amy Greenberg/Paul Huddleston\***
  - **Initiate Hold or Secure procedure** to clear the area/school if necessary.
- **PIC/Administrator Shaun Campbell/Tami Oppliger\***
  - **Start event on Easy Alert** to communicate with **Base/district** and document procedure
  - Radio/Text in Easy Alert **the need for Nurse**
- **Base/CC (Base) Katelyn Lukes/Sheryl Schisler\***
  - **Call (Lynette Bato 2180 or Brea McAllister 360-241-3249)** to report to the area.
- **Nurse- Lynette Bato/Brea McAllister**
  - Assess/Treat Patient
  - Use [Student Incident Information Sheet](#) to document students' status
  - **Call/recommend calling 911 if necessary**
- 
- **PIC/Administrator Shaun Campbell/Tami Oppliger**
  - **Notify parents of the Emergency, and the request for Ambulance. Get parental permission to transport student if EMT's deem necessary**
  - On Easy Alert/Radio **Base** and indicate in easy alert/radio that **911 is being called.**
  - On Easy Alert Give name of student
- 
- **Base: (Base) Katelyn Lukes/Sheryl Schisler\***
  - **(If not indicated on Easy Alert) call District Office x4035 or 4037. Provide the name of the student and indicate that 911 has been called.**
  - Print Student's Profile from Skyward
  - **Give Student profile to Registrar ( Runner) Tessie Webberly/Wendy Anderson\***

- **Call Blue Vest, Registrar Christina Milliken/Lori Boyd\*** to flag ambulance/parent 2156/2158\*
  -
- **Runner:** Melissa /Wendy Anderson\*
  - Will take student profile to emergency location
  - Go to front of school to meet ambulance
- **Blue Vest:** Christina Milliken/Lori Boyd\*
  - Don Blue Vest
  - Go to front of school to direct ambulance and parent to scene of accident
- **Nurse:**
  - [Completes Student Incident Information](#)
  - Update parent on students' status
  - **Gives EMT's Student Incident Information Sheet**
- **PIC: Administrator** Shaun Campbell/Tami Oppliger\*
  - Give EMT's student's profile
  - Document Process On Easy Alert for District and team
    - Indicate parent notification
    - 911 has been called
    - Ambulance in route
    - Indicate if student/staff will be transported and which hospital will be receiving the patient.
    - End the event on Easy Alert
- **Instructor/staff will:**
  - Complete Accident/incident report and
  - Submit report to **Sheryl Schisler in the main office**
    -
- **Security:** Amy Greenberg/Paul Huddleston\*
  - Notify the sending school of the Emergency

\*Indicates the person is in a back-up role for this position

Procedure Updated 2/2024

# Emergency Phone Numbers

**In an Emergency - Call 2100. This is the Cascadia Technical Academy's Main Office Emergency Line.**

- Give the name of the student.
- Give a brief description of the situation.
- Administrators will direct the office to call the student's parents and 9-911 if necessary.
- **Only call 9-911 if it is a life threatening situation, but always let the office know when there is an emergency.**

## District Office Numbers

**Emergency Line (various people will answer) ext. 4033. Call during emergencies including before/after practice drills.**

**Dr. Christine Moloney, Superintendent EPS, ext. 4401.**

**Lori Strohl, Administrative Assistant to the Superintendent is x4005.**

## Staff Cell Phone Numbers

Joan Huston: (360) 904-3854

Shaun Campbell: (360) 430-4346

Tami Oppliger: (360) 909-8676

Bill Draper: (360) 910-0637

Lance Landis: (360) 904-5504

## Off-Campus Classes - Fire Science Programs

**Clark County Fire Dist. 3: (360) 892-2331**

(Camas, Excelsior, Hayes, Heritage, Hockinson, Union, & Washougal)

**Clark County Fire Dist. 6: (360) 576-1195**

(Col. Rvr, Evergreen, Ft Vanc, HeLa, HBay, Legacy, Lieser Campus, Mtn View, Skyview)

**CC Fire & Rescue Station 26: (360) 887-4609 / (360) 687-4535**

(Bttl Ground, CAM, La Ctr, Prairie, Rdgfld, Rvr Hm Lnk, Smt View, Woodland)

## Transportation Departments

**Battle Ground and Hockinson SD (Battle Ground, Hockinson, Prairie):**

**First Student Transportation: Dispatcher (360) 841-7099 Ext. 103 & 104**

**Direct Dispatcher Line # (360) 885-6577**

**Camas SD (Camas, Hayes Freedom): (360) 833-5585**

**Evergreen SD (Evergreen, Legacy, Heritage, Mtn View, Union):**

**Dispatcher (360) 604-4950 / Field Trips (Jeni Cook) (360) 604-1220**

**Director Yvonne Gaylord (360) 604x1211**

**ESD 112: (360) 750-7510**

**KWRL (Woodland, LaCenter, Ridgefield):**

**Primary # (360) 225-6105 / Secondary # (360) 225-8075**

**Vancouver SD (Col Rvr, Frt Vanc, H Bay, Lewis & Clark, Skyview):**

**(360) 313-4800**

**Washougal SD (Washougal, Excelsior):**

**Primary # (360) 835-5626 / Secondary # (360) 835-3604**

## Sending School Numbers

Battle Ground: (360) 885-6500

CAM: (360) 885-6803

Camas: (360) 833-5750

Clark College: (360) 992-2000

Col. Adv. Acad: (360) 687-3161

Col. Rdg. Baptist: (360) 892-0990

Columbia River: (360) 313-3900

ESD 112: (360) 750-7500

Evergreen: (360) 604-3700

Excelsior: (360) 954-3300

Fort Vancouver: (360) 313-4000

Hayes Freedom: (360) 335-3000

HeLa: (360) 604-6340

Heritage: (360) 604-3400

Hockinson: (360) 448-6450

Hudson's Bay: (360) 313-4400

La Center: (360) 263-1700

Legacy & iQ Academy: (360) 604-3900

Lieser Campus: (360) 313-4990

Mtn View: (360) 604-6100

Prairie: (360) 885-5000

Ridgefield: (360) 619-1320

River HomeLink: (360) 334-8200

Skyview: (360) 313-4200

Summit View: (360) 885-5331

Union: (360) 604-6250

Vancouver Flex Academy: (360) 313-4356

Vancouver iTech Preparatory: (360) 313-5200

Vancouver Sch Arts & Acad: (360) 313-4600

WA School for the Blind: (360) 696-6321

WA School for the Deaf: (360) 418-4340

Washougal: (360) 954-3100

Woodland: (360) 841-2800

## Emergency Incident Flow Chart



9/18/19

# Evacuation Map



# BOMB THREATS

## Main Office

### TAKE BOMB THREATS SERIOUSLY!

1. Keep the caller on the phone as long as possible. DO NOT INTERRUPT the caller. Remain calm and courteous and listen carefully. DO NOT HANG UP even if caller does.
2. Note "time of call and the phone number" if phone has alpha/numeric display window.
3. Use "Bomb Threat Checklist."

### BOMB THREAT - CALL TAKER'S CHECKLIST

#### Questions to ask:

1. When is the bomb going to explode?
  2. Where is the bomb right now?
  3. What does the bomb look like?
  4. What kind of bomb is it?
  5. What will cause the bomb to explode?
  6. Did you place the bomb?
  7. What is your name?
- Address? \_\_\_\_\_
- Phone number? \_\_\_\_\_

#### Background Sounds:

- |                     |                         |
|---------------------|-------------------------|
| _____ Street noises | _____ House Noises      |
| _____ Clear         | _____ Crockery          |
| _____ Motors        | _____ Static            |
| _____ Voices        | _____ Office equipment  |
| _____ Music         | _____ Factory equipment |
| _____ Animals       | _____ Airplanes         |
| _____ Local         | _____ Long Distance     |
| _____ Booth         | _____ PA System         |
| _____ Other _____   |                         |

#### Exact wording of the "threat":

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Callers Voice:

- |                |                 |                      |
|----------------|-----------------|----------------------|
| _____ Calm     | _____ Lisp      | _____ Angry          |
| _____ Raspy    | _____ Excited   | _____ Deep           |
| _____ Slow     | _____ Ragged    | _____ Nasal          |
| _____ Crying   | _____ Accent    | _____ Stuttered      |
| _____ Normal   | _____ Distinct  | _____ Laughing       |
| _____ Soft     | _____ Loud      | _____ Deep Breathing |
| _____ Swearing | _____ Disguised |                      |

\_\_\_\_\_ Familiar (If voice is familiar, who does it sound like?)

Sex of Caller \_\_\_\_\_ Age \_\_\_\_\_ Race \_\_\_\_\_

#### Threat Language:

- |                   |                  |
|-------------------|------------------|
| _____ Well Spoken | _____ Foul       |
| _____ Irrational  | _____ Incoherent |
| _____ Taped       | _____ Read       |

TIME OF CALL: \_\_\_\_\_ Date: \_\_\_\_\_

CALLER ID # \_\_\_\_\_

Telephone number where call was received: \_\_\_\_\_

Length of call: \_\_\_\_\_

Your name: \_\_\_\_\_ Your telephone number: \_\_\_\_\_

Position: \_\_\_\_\_

Remarks: \_\_\_\_\_

### Upon receiving a telephone bomb threat, decisions for the following actions will be made by the "Person-In-Charge" (PIC):

1. Evacuate the building in the same manner as for an evacuation ten minutes prior to the time indicated by the caller or immediately if no time is indicated.
2. Make notification to District Office Emergency Line ext 4033.
3. Check the building as quickly as possible with the assistance of the custodian.
4. If a bomb is detected, immediately notify 911.
5. In the event that a bomb is not detected and PIC is reasonably certain there is no continuing danger, students will be allowed to return to their classrooms.