

School officials should take pro-active steps to reduce the probability of a bomb threat. Such action is to give primary consideration to the safety and welfare of the students and employees. Steps should be taken to reduce the opportunities for unidentified objects being left unattended in or around the school building; to reduce the opportunity for unidentified persons entering the school building; to control the flow of foot traffic and vehicular traffic around the school premises.

All physical education bags, athletic bags, back packs, musical instruments cases, or other boxes or containers brought to school by any student or employee must contain a name tag or other information which identifies the owner with his or her address. Such items shall be kept in a student's locker or in an area designated by school officials.

The number of doors by which personnel may enter a school building without a key should be limited. Except for major entrances, doors should be designed so building occupants can readily egress the building in the event of an emergency but personnel cannot enter the building without a key. Records are to be maintained on issuance of all building keys. Personnel issued keys are not to loan keys to unauthorized individuals. Entrances should carry signs for non-school persons entering the building to report to the office of the superintendent or the secondary principal. If an unidentified person is seen in the building, school personnel should ask the individual if he or she could help direct the person to his or her destination. Unidentified persons loitering in or around the building should be reported to office or to custodial personnel.

When a building is evacuated staff members are to take their students to a predetermined 'safe area,' an area which will not be used by emergency vehicles.

Students are not to bring cell telephones, pagers, or two-way radios into the school building.

School lockers are the property of the school district and shall be subject to unannounced checks by school officials. Students will be assigned lockers by school personnel and a record of occupancy shall be maintained in the office of the principal. Only school-approved locks will be used on lockers. School officials will remove any unauthorized locks on lockers. Any lockers not assigned will be kept locked and clearly marked so school officials will know the locker is unoccupied.

School officials will provide the fire department with current copies of building floor plans. These plans should indicate activities for each room and indicate where flammable and/or toxic chemicals are regularly stored. These floor plans should indicate the location of major electrical and gas shutoffs. These plans shall be updated annually. (Note: These floor plans need not be building blue prints.)

The following procedures shall be followed should any school personnel receive a call or a message that a bomb or any lethal explosive device exists or is reported to exist in or around the school:

- I. The person receiving the telephone call or message should attempt to gain all possible information. Refer to Step I of AR-3530, Bomb Incident Plan.
- II. The person receiving the telephone call or message should notify the superintendent of schools, the building principal, or a designated individual immediately. Refer to Step II of AR-3530, Bomb Incident Plan.
- III. The superintendent of schools, or his or her designee, shall serve as the spokesperson for the school to the press or other information gathering agencies and to the parents.
- IV. School time missed due to a bomb threat call will be made up unless excused by the board of education.

This policy shall be reviewed annually by the board of education.