**Bomb Threat Procedure**

Do NOT pull the fire alarm

1. Whoever takes the phone call from the threatening person will go to each classroom and tell the teachers to evacuate.
2. Fill in any information that you can:

Exact words of caller/threat: \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where is the bomb located? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What time is it set to go off?

What kind of bomb is it?

What does it look like? \_\_\_\_\_\_

Who set the bomb? \_\_\_\_\_\_

Why did you set the bomb? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where are you calling from? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your name? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How old are you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluate the voice of the caller (i.e. Male/female, adult/teen, accent, excited/normal/slow/broken, etc.):

Background noises: (i.e. music, conversation, typing, cars/trucks, machinery, children, etc.):

1. We would then follow the fire drill procedure and go to the safe house. (Location: \_\_\_\_\_)
2. Teacher leads children from building in an orderly fashion
3. Last adult out of room is responsible for searching room, bathroom, hallways, etc. for children
4. Emergency Cards, Sign-In/Sign-Out Sheets, First Aid Kit, Medication Lock Box, and Cell Phone

(if available) will be carried outside by a designated staff member.

1. Children will be taken to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Call 9-1-1, Site Supervisor, Management, and parents upon arrival @ safe place.
3. Alternate site in inclement weather: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Call 9-1-1 then notify: Supervisor, Manager, and parents.
	1. “I am calling to report a bomb threat,” (give your name and title).
	2. This is Head Start at (address) in (city), ME.
	3. The bomb was reportedly placed (give location of the bomb).
	4. The Center’s telephone number is:
	5. Share current location.